



# CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

## Staff Report

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File #:26-210

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### PERIOD REPORT

**DATE:** May 25, 2026

Report No. ADM-26-026

**TO:** Mayor and Council

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

**SUBJECT:** CAO - 2026 First Period Report

The following is a report on the activities pertaining to the CAO's office from January 1, 2026 to April 30, 2026.

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

The CAO's focus during this reporting period has been on two key areas:

- supporting Council's 2026-2030 budget deliberations
- preparing for Council orientation, strategic planning and the development of Council priorities for 2026-2030

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 January 2026. 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.

The 2022-2026 Council Priorities Plan represents a significant body of work; the plan itself was ambitious from the start, representing a program of activity that was expected to stretch the organization to deliver more than should be expected based on its current size and resources. The Township of Esquimalt continues to punch far above its weight class.

The Council Priorities Plan and the process that supports it demonstrated its value as a tool to focus everyone on achieving Council's desired outcomes. The process also demonstrated an ability to

adapt as circumstances, both external and internal, changed throughout the term. In 2023, Bill 44 was adopted by the Province and required municipalities to change their zoning bylaws and Official Community Plans to accommodate small-scale multi-unit housing throughout the Township. These legislative requirements significantly changed the Council Priorities Plan early in the term, particularly for the Development Services department. Council also completed a mid-term refresh in 2024, identifying and then ultimately adopting several new initiatives or projects into the Council Priorities Plan. These new initiatives were also heavily focussed on community building and development.

An assessment of the Council Priorities Plan at this stage of the Council term shows that a large portion of the projects or initiatives contained in the plan are completed or are scheduled to be completed before the end of this Council term. This represents a significant effort by staff and Council to deliver on the ambitious plan first adopted in 2023.

Though Council and staff should be extremely proud of the Council Priorities Plan and what has been achieved, it is important to recognize some key desired outcomes are not likely to be delivered before the end of this Council term. Unless otherwise directed, these resolutions will remain on the books and will inform the development of the Council Priorities Plan for 2026-2030:

- From January 26, 2026: “That Council direct staff to prepare an impact assessment outlining detailed project scope, costs, processes, timelines, staff resources, and risks associated with proceeding with Development Cost Charges (DCCs) and Amenity Cost Charges (ACCs) bylaws.”
- From February 9, 2026, from the Special Joint Council and Advisory Planning Commission: “Direct staff to look at options for changes to the committee structure and terms of reference to reflect concerns raised by APC members and Council and come back to APC and then Council with recommendations.”
- From March 2, 2026: “That Council:
  - Direct staff to prepare a project background/impact assessment to initiate a 3<sup>rd</sup> party benchmarking analysis for revenue.
  - Direct staff to prepare a project background/impact assessment to initiate a 3<sup>rd</sup> party benchmarking analysis for operating budget/service delivery; and
  - Direct staff to brief Council on staff’s potential initiatives on efficiency/effectiveness prior to development of Council’s 2026-2030 strategic plan.

Council recently approved the initiative to review Small-Scale Multi-Unit Housing policy in Esquimalt in an expedited way; this new project, combined with the ongoing commitments related to housing and community development, mean that there is no capacity to make progress on ACC/DCCs nor APC changes before the end of this term of Council.

Staff intend to bring forward the project backgrounders for benchmarking analysis (revenue and operating budget/service delivery) as well as the brief on efficiency/effectiveness in July, 2026.

The logo for the Township of Esquimalt features the words "Township of" in a smaller, white, sans-serif font above the word "ESQUIMALT" in a large, white, serif font. A white, wavy graphic element underlines the text and extends across the width of the page.

# Township of ESQUIMALT

The title "COUNCIL PRIORITIES PLAN 2023-2026" is displayed in white, bold, sans-serif font against a dark blue background. The text is positioned in the lower-left quadrant of the page.

## COUNCIL PRIORITIES PLAN 2023-2026

UPDATED MAY 2026



View from Highrock Park



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View from Saxe Point

# THE LAND OF SHOALING WATER

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

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





West Bay Marina

# INTRODUCTION

## Goal of the report

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

## What are council priorities

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

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

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

## Services

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

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



Part of the art walk at Esquimalt Town Square

# COUNCIL PRIORITY PROCESS

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

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

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

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

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

*NOTE: Cllr. 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 Cavens

(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.

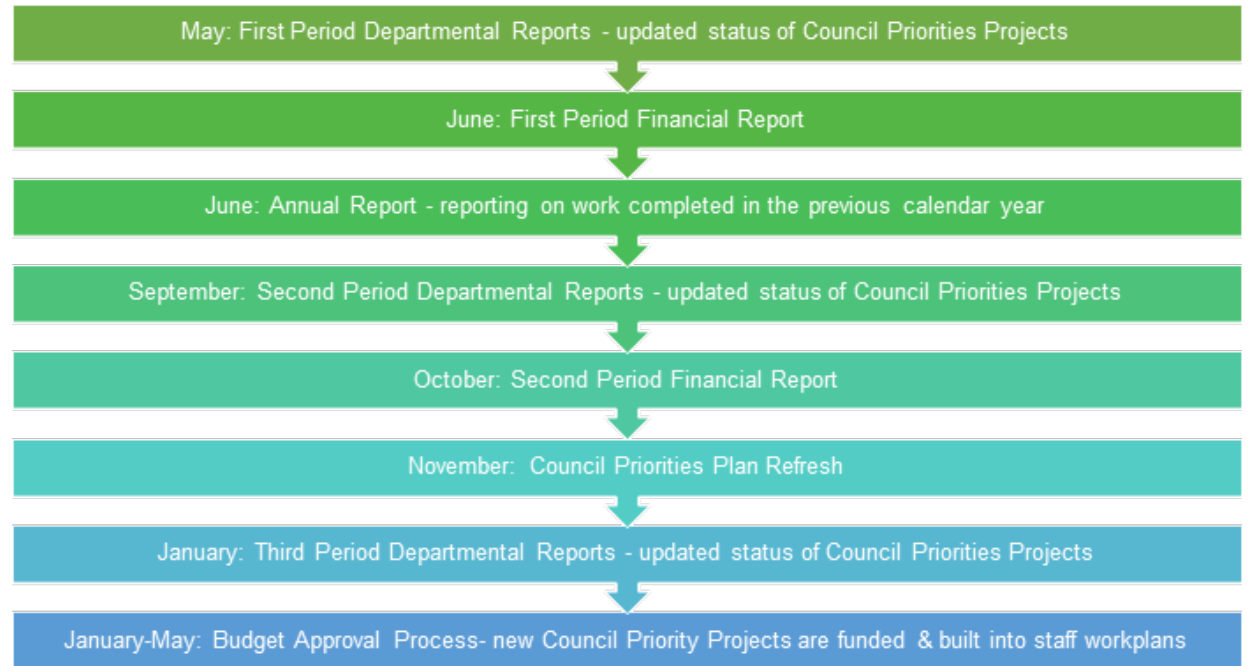
Council takes council priorities into account when approving the budget to ensure initiatives are responsibly funded. The resulting Five-Year Financial Plan provides funding for core services as well as the Council Priorities Plan. To keep Council, staff and community expectations aligned, it is important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





Esquimalt skyline

# VISION, MISSION & VALUES

## VISION

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

## MISSION

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

## VALUES

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

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

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

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

**Passion** - We approach our work with conviction and enthusiasm.

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

# COUNCIL PRIORITIES



**CLIMATE RESILIENCE & ENVIRONMENTAL STEWARDSHIP**



**DIVERSIFIED & THRIVING ECONOMY**



**ENGAGED & HEALTHY COMMUNITY**



**GOOD GOVERNANCE & ORGANIZATIONAL EXCELLENCE**



**HOUSING**



**STRONG RELATIONSHIPS & PARTNERSHIPS**



Saxe Point Park



# PROJECTS & INITIATIVES

## CLIMATE RESILIENCE & ENVIRONMENTAL STEWARDSHIP

Project	Department	Status	Status Details	Completion
Tree Protection Bylaw Update	Parks and Rec		<b>Complete</b>	Q1 2023
Priority Development Workshop—Climate Resilience and Environmental Stewardship	Development Services		<b>Complete</b>	Q2 2023
Climate Action Workshop Initiative: Update Council report templates to include climate action (mitigation and adaptation) considerations	Corporate Services		<b>Complete</b>	Q3 2023
Climate Action Workshop Initiative: Develop an annual progress report that ties to specific strategies within the climate plan	Development Services		<b>Complete</b>	<del>Q2 2024</del> Q4 2024
Low Carbon Energy Systems Bylaw	Development Services		<b>Complete</b>	Q3 2023
Integrated Resource Management	Engineering and Public Works		<b>Complete.</b> Township is not pursuing IRM at this time; instead supporting a regional approach led by the CRD. Future work by the Township will be considered as a Potential Future Project for consideration by future Councils.	<del>Q2 Q4 2024</del> <del>Q2 2025</del> Q3 2025
Green Teams Partnership	Parks and Rec		<b>Complete</b>	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		<ul style="list-style-type: none"> <li>&gt; The electric vehicle fleet plan is complete and has been incorporated into the broader capital plan</li> <li>&gt; The municipal building audit was completed in April, 2026</li> <li>&gt; The GHG Corporate Roadmap will be completed once the municipal building audit has been completed.</li> </ul>	<del>Q1 2025</del> <del>Q1 2026</del> Q4 2026

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



# PROJECTS & INITIATIVES

## DIVERSIFIED & THRIVING ECONOMY

Project	Dept	Status	Status Details	Completion
Develop Economic Development Action Plan	HR and Community Relations		<b>Complete</b>	Q3 2023
Options Analysis - Park Place & Esquimalt Road	Strategic Initiatives		Staff to provide update to Council in open session no later than Q3 2026	<del>Q4-Q3 2024</del> Q2-2025 Q3-2025 Q4-2025 Q3 2026
Business Façade Improvement Program	Financial Services and IT		<b>Complete</b>	Q1 2024
Short-term rental policy analysis	Development Services		<b>Complete</b> – Council has now provided staff with a framework for bylaw amendments. Staff and the consultant are currently working on an information package for Council outlining specific bylaw amendment options.	Q2 2026

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



# PROJECTS & INITIATIVES

## ENGAGED & HEALTHY COMMUNITY

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

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



# PROJECTS & INITIATIVES

## ENGAGED & HEALTHY COMMUNITY

Project	Department	Status	Status Details	Completion
Revise "Maintenance of Property and Nuisance Bylaw" with respect to Construction Noise	Corporate Services		<b>Complete</b>	Q2 2024
Esquimalt Together Against Graffiti	Engineering and Public Works		<b>Initiation complete</b> and operationalized.	Q4 2025
Refresh & Replace Esquimalt Road Banners	HR and Community Relations		<b>Complete and operationalized.</b>	<del>Q1</del> Q4 2024
Health Needs Assessment	Development Services		<b>Completed</b> in Q4 2025; presented to Council Q1 2026.	<del>Q4 2024</del> Q1 2025 Q3 Q4 2025
Level of Service Review - Enhance evening and weekend bylaw enforcement	Strategic Initiatives		Council reviewed the after-hours bylaw report and directed staff to focus after-hours enforcement exclusively on Saturday parking and Township events. Staff are working to implement Council direction and measure progress and outcomes.	<del>Q2-Q4 2024</del> Q1 2025 Q2 Q3 2026
Partner and develop turf field for Esquimalt High School	Parks and Recreation		UBCM Strategic Priorities Grant submission complete - waiting on results of grant application. Announcement expected in the spring of 2026	<del>Q2 Q3 2024</del> Q1 Q4 2025 Q1 Q2 2026
Police service model transition—Phase 2	Strategic Initiatives		Progress report to be provided to Council in Q2 2026.	Q2 2026
Public safety building construction	Administration		Project remains on budget; end date shifted to Q1 2027 to accommodate construction sequencing challenges. Project status shifted to yellow to reflect schedule change	<del>Q3 Q4 2026</del> Q1 2027

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



# PROJECTS & INITIATIVES

## ENGAGED & HEALTHY COMMUNITY

Project	Department	Status	Status Details	Completion
Dock Analysis	Parks and Recreation		Assigned to Parks & Recreation for capital project development.	Q3 Q4 2024 Q1 2025
Implement Active Transportation Network Plan	Engineering and Public Works		<ul style="list-style-type: none"> <li>&gt; New sidewalk on Kinver Street connecting Munro Street and Lyall Street:</li> <li>&gt; Detailed design progressed in Q1 with construction tendering expected in Q2.</li> <li>&gt; Esquimalt Road Active Transportation Improvements:               <ul style="list-style-type: none"> <li>&gt; Phase 1: Total completion was achieved in Q1.</li> <li>&gt; Phase 2: Detailed design engagement on segments between Joffre and Fraser, and Admirals to Canteen occurred in Q1. In Q2, Council directed staff to proceed with detailed design and construction tendering with construction expected to begin in Q3.</li> </ul> </li> <li>&gt; Craigflower Crosswalk Improvements:               <ul style="list-style-type: none"> <li>&gt; Total completion was achieved in Q1.</li> </ul> </li> </ul>	Ongoing
Front Yard Deer Fencing Policy Development	Development Services		Council review of policy options complete; bylaw amendments coming for Council review end May 2026 with adoption expected in June 2026.	Q1 2026

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



# PROJECTS & INITIATIVES

## HOUSING

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

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



# PROJECTS & INITIATIVES

## HOUSING

Project	Department	Status	Status Details	Completion
Prepare Zoning Bylaw Amendments to bring the Zoning Bylaw into conformance with recent amendments to the <i>Local Government Act</i>	Development Services		<b>Complete-</b> Bylaw adopted June 2024	Q2 2024
Development Process Improvements	Development Services		<b>Complete</b>	Q2 2024
Affordable Housing Strategy Report	Development Services		Project funded, not yet started. Will not begin before Q4 2026. Recommend shifting this project to Future Projects list.	Q2 2027
Development Capacity Assessment	Development Services		Consultant contract awarded; project underway.	Q4 2024 Q3-2025 Q1 Q2 Q3 2026
Doctor Density Bonusing	Development Services		Completed, Council has decided to delay implementing recommendations from the Health Needs Assessment Update and the Community Healthcare Play book until the next Council is in place.	Q4-2024 Q4 2025 Q2 2026
Prepare new Housing Needs Assessment	Development Services		<b>Complete</b>	Q4 2024
Official Community Plan 2025 Updates	Development Services		<b>Complete</b>	Q4 2025
Official Community Plan Major Review	Development Services		Funding for this project has been moved to 2027; Recommend shifting this project to the Future Projects list.	

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



# PROJECTS & INITIATIVES

## GOOD GOVERNANCE & ORGANIZATIONAL EXCELLENCE

Project	Department	Status	Status Details	Completion
Council Code of Conduct	Corporate Services		<b>Complete</b>	Q2 2023
Sign Bylaw Amendments	Development Services		<b>Complete</b>	Q3 2023
Staff report—B.C. Growing Communities Fund Options Analysis	Development Services		<b>Complete</b>	Q2 2023
Accessibility Plans— <i>Accessibility British Columbia Act</i> Compliance	Corporate Services		<b>Complete December 2, 2024</b>	<del>Q3</del> Q4 2024
Long Term Financial Planning Update – Infrastructure Asset Management Strategy	Financial Services and IT		<b>Complete</b>	Q4 2023
Asset Management Program—Recreation Inventory and Plan Development	Parks and Recreation		<b>Complete;</b> Results to be incorporated into the Facilities Master Plan	Q3 2024
Improved budget documentation	Financial Services and IT		<b>Complete</b>	Q2 2025
Asset Management Program—Storm Sewer Master Plan	Engineering and Public Works		Flow monitoring, model calibration and analysis, and a water quality review of outfalls finished in Q1. Pipe condition to be integrated with network capacity to determine project prioritization and overall network assessment in Q2.	<del>Q2 2025</del> <del>Q1</del> Q2 2026
Asset Management Program—Facilities Master Plan	Engineering and Public Works		Work is well underway for a long-term assessment of municipal facilities that builds off the recently completed building condition assessments to develop an overall asset management plan.	<del>Q1</del> Q2 2025 <del>Q1</del> Q2 2026

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



# PROJECTS & INITIATIVES

## GOOD GOVERNANCE & ORGANIZATIONAL EXCELLENCE

Project	Department	Status	Status Details	Completion
Asset Management Program—Sanitary Sewer Master Plan	Engineering and Public Works		<b>Complete;</b> received by Council in February 2025	<del>Q2-Q4 2024</del> Q1 2025
Recreation Strategic Plan	Parks and Recreation		RFP consultant retained and strategic planning is underway. Final report will be completed in May of 2026.	<del>Q1 2026</del> Q2 2026
Pavement Condition Assessment and Management Plan	Engineering and Public Works		<b>Complete.</b> Pavement Management Plan presented to Council as part of the Capital Program Update in Q1.	<del>Q3 Q1 2026</del>

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



# PROJECTS & INITIATIVES

## STRONG RELATIONSHIPS & PARTNERSHIPS

Project	Department	Status	Status Details	Completion
Gorge Bridge Midden Site Signage	Strategic Initiatives		Songhees Nation and Xwsepsum Nation have now both identified Council representatives to work with the Township on this signage. Content is in development.	Q3-2024 Q3-2025 Q1 Q3 2026
Develop opportunities for service agreements with Songhees and Esquimalt Nations	Strategic Initiatives		Departments working in applicable areas (e.g., archaeological requirements)	Ongoing
Community to Community Engagement (Songhees Nation and Xwsepsum Nation)	Strategic Initiatives		<ul style="list-style-type: none"> <li>&gt; Community to Community dinner &amp; flag raising completed November 2024 - ongoing engagement incorporated into operational planning and outcomes.</li> <li>&gt; Relationship Agreements in progress with both Songhees Nation and Xwsepsum Nation, which considers the establishment of regular leadership and staff meetings.</li> </ul>	Q2 2026

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

# POTENTIAL FUTURE PROJECTS

**These projects have been identified by Council as candidates for the Council Priorities Plan.**

They will be formally assessed by Council in upcoming strategic priorities discussion in the 2026-2030 term

Project	Department	Council Priority
Ground-oriented small developments	Development Services	Housing
Parkland placement, acquisition and management	Parks and Recreation	Engaged & Healthy Community
Develop concept for Select Health Care Committee	Development Services	Engaged & Healthy Community
Official Community Plan Major Review (Recommended)	Development Services	Housing
Affordable Housing Strategy (Recommended)	Development Services	Housing
E&N Corridor Reconciliation Initiative	Strategic Initiatives	Strong Relationships and Partnerships

# 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](https://www.esquimalt.ca) or visit Esquimalt Municipal Hall at 1229 Esquimalt Rd.



Highrock Park



Dellwood Street

## STAY IN TOUCH

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## IN PERSON

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

**250-414-7100**

# Council Priorities Plan Update 1<sup>st</sup> Period (Jan 1-Apr 30)

# 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 Rec		<b>Complete</b>	Q1 2023
Priority Development Workshop—Climate Resilience and Environmental Stewardship	Development Services		<b>Complete</b>	Q2 2023
Climate Action Workshop Initiative: Update Council report templates to include climate action (mitigation and adaptation) considerations	Corporate Services		<b>Complete</b>	Q3 2023
Climate Action Workshop Initiative: Develop an annual progress report that ties to specific strategies within the climate plan	Development Services		<b>Complete</b>	Q2-2024 Q4 2024
Low Carbon Energy Systems Bylaw	Development Services		<b>Complete</b>	Q3 2023
Integrated Resource Management	Engineering and Public Works		<b>Complete.</b> Township is not pursuing IRM at this time; instead supporting a regional approach led by the CRD. Future work by the Township will be considered as a Potential Future Project for consideration by future Councils.	Q2-Q4-2024 Q2-2025 Q3 2025
Green Teams Partnership	Parks and Rec		<b>Complete</b>	Q3 2023
Develop concrete action plan to reduce corporate greenhouse gas emissions by 45% from 2010 levels by 2030 including: <ol style="list-style-type: none"> <li>Electric vehicle fleet plan</li> <li>GHG emission municipal building audit</li> <li>GHG corporate roadmap</li> </ol>	Development Services		<ul style="list-style-type: none"> <li>&gt; The electric vehicle fleet plan is complete and has been incorporated into the broader capital plan</li> <li>&gt; The municipal building audit was completed in April, 2026</li> <li>&gt; The GHG Corporate Roadmap will be completed once the municipal building audit has been completed.</li> </ul>	Q1-2025 Q1-2026 Q4 2026



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

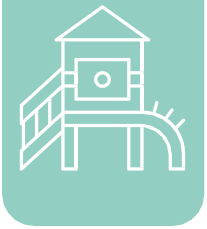


# PROJECTS & INITIATIVES

## DIVERSIFIED & THRIVING ECONOMY

Project	Dept	Status	Status Details	Completion
Develop Economic Development Action Plan	HR and Community Relations		<b>Complete</b>	Q3 2023
Options Analysis - Park Place & Esquimalt Road	Strategic Initiatives		Staff to provide update to Council in open session no later than Q3 2026	Q4-Q3 2024 Q2-2025 Q3-2025 Q4-2025 Q3 2026
Business Façade Improvement Program	Financial Services and IT		<b>Complete</b>	Q1 2024
Short-term rental policy analysis	Development Services		<b>Complete</b> – Council has now provided staff with a framework for bylaw amendments. Staff and the consultant are currently working on an information package for Council outlining specific bylaw amendment options.	Q2 2026

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



# PROJECTS & INITIATIVES

## ENGAGED & HEALTHY COMMUNITY

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

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



# PROJECTS & INITIATIVES

## ENGAGED & HEALTHY COMMUNITY

Project	Department	Status	Status Details	Completion
Revise "Maintenance of Property and Nuisance Bylaw" with respect to Construction Noise	Corporate Services		<b>Complete</b>	Q2 2024
Esquimalt Together Against Graffiti	Engineering and Public Works		<b>Initiation complete</b> and operationalized.	Q4 2025
Refresh & Replace Esquimalt Road Banners	HR and Community Relations		<b>Complete and operationalized.</b>	<del>Q1</del> Q4 2024
Health Needs Assessment	Development Services		<b>Completed</b> in Q4 2025; presented to Council Q1 2026.	Q4 2024 Q1 2025 <del>Q3</del> Q4 2025
→ Level of Service Review - Enhance evening and weekend bylaw enforcement	Strategic Initiatives		Council reviewed the after-hours bylaw report and directed staff to focus after-hours enforcement exclusively on Saturday parking and Township events. Staff are working to implement Council direction and measure progress and outcomes.	Q2-Q4 2024 Q1 2025 <del>Q2</del> Q3 2026
Partner and develop turf field for Esquimalt High School	Parks and Recreation		UBCM Strategic Priorities Grant submission complete - waiting on results of grant application. Announcement expected in the spring of 2026	Q2-Q3 2024 Q1-Q4 2025 <del>Q1</del> Q2 2026
Police service model transition—Phase 2	Strategic Initiatives		Progress report to be provided to Council in Q2 2026.	Q2 2026
→ Public safety building construction	Administration		Project remains on budget; end date shifted to Q1 2027 to accommodate construction sequencing challenges. Project status shifted to yellow to reflect schedule change	Q3-Q4 2026 Q1 2027

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



# PROJECTS & INITIATIVES

## ENGAGED & HEALTHY COMMUNITY

Project	Department	Status	Status Details	Completion
Dock Analysis	Parks and Recreation		Assigned to Parks & Recreation for capital project development.	Q3-Q4-2024 Q1 2025
Implement Active Transportation Network Plan	Engineering and Public Works		<ul style="list-style-type: none"> <li>&gt; New sidewalk on Kinver Street connecting Munro Street and Lyall Street:</li> <li>&gt; Detailed design progressed in Q1 with construction tendering expected in Q2.</li> <li>&gt; Esquimalt Road Active Transportation Improvements:               <ul style="list-style-type: none"> <li>&gt; Phase 1: Total completion was achieved in Q1.</li> <li>&gt; Phase 2: Detailed design engagement on segments between Joffre and Fraser, and Admirals to Canteen occurred in Q1. In Q2, Council directed staff to proceed with detailed design and construction tendering with construction expected to begin in Q3.</li> </ul> </li> <li>&gt; Craigflower Crosswalk Improvements:               <ul style="list-style-type: none"> <li>&gt; Total completion was achieved in Q1.</li> </ul> </li> </ul>	Ongoing
→ Front Yard Deer Fencing Policy Development	Development Services		Council review of policy options complete; bylaw amendments coming for Council review end May 2026 with adoption expected in June 2026.	Q1 2026

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



# PROJECTS & INITIATIVES

## HOUSING

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

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



# PROJECTS & INITIATIVES

## HOUSING

Project	Department	Status	Status Details	Completion
Prepare Zoning Bylaw Amendments to bring the Zoning Bylaw into conformance with recent amendments to the Local Government Act	Development Services		<b>Complete-</b> Bylaw adopted June 2024	Q2 2024
Development Process Improvements	Development Services		<b>Complete</b>	Q2 2024
→ Affordable Housing Strategy Report	Development Services		Project funded, not yet started. Will not begin before Q4 2026. Recommend shifting this project to Future Projects list.	Q2 2027
→ Development Capacity Assessment	Development Services		Consultant contract awarded; project underway.	Q4-2024 Q3 2025 Q1-Q2 Q3 2026
Doctor Density Bonusing	Development Services		Completed, Council has decided to delay implementing recommendations from the Health Needs Assessment Update and the Community Healthcare Play book until the next Council is in place.	Q4-2024 Q4 2025 Q2 2026
Prepare new Housing Needs Assessment	Development Services		<b>Complete</b>	Q4 2024
Official Community Plan 2025 Updates	Development Services		<b>Complete</b>	Q4 2025
→ Official Community Plan Major Review	Development Services		Funding for this project has been moved to 2027; Recommend shifting this project to the Future Projects list.	

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



# PROJECTS & INITIATIVES

## GOOD GOVERNANCE & ORGANIZATIONAL EXCELLENCE

Project	Department	Status	Status Details	Completion
Council Code of Conduct	Corporate Services		<b>Complete</b>	Q2 2023
Sign Bylaw Amendments	Development Services		<b>Complete</b>	Q3 2023
Staff report—B.C. Growing Communities Fund Options Analysis	Development Services		<b>Complete</b>	Q2 2023
Accessibility Plans—Accessibility British Columbia Act Compliance	Corporate Services		<b>Complete December 2, 2024</b>	<del>Q3</del> Q4 2024
Long Term Financial Planning Update – Infrastructure Asset Management Strategy	Financial Services and IT		<b>Complete</b>	Q4 2023
Asset Management Program—Recreation Inventory and Plan Development	Parks and Recreation		<b>Complete;</b> Results to be incorporated into the Facilities Master Plan	Q3 2024
Improved budget documentation	Financial Services and IT		<b>Complete</b>	Q2 2025
Asset Management Program—Storm Sewer Master Plan	Engineering and Public Works		Flow monitoring, model calibration and analysis, and a water quality review of outfalls finished in Q1. Pipe condition to be integrated with network capacity to determine project prioritization and overall network assessment in Q2.	<del>Q2</del> 2025 <del>Q1</del> Q2 2026
Asset Management Program—Facilities Master Plan	Engineering and Public Works		Work is well underway for a long-term assessment of municipal facilities that builds off the recently completed building condition assessments to develop an overall asset management plan.	<del>Q1</del> Q2 2025 <del>Q1</del> Q2 2026






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



# PROJECTS & INITIATIVES

## GOOD GOVERNANCE & ORGANIZATIONAL EXCELLENCE

Project	Department	Status	Status Details	Completion
Asset Management Program—Sanitary Sewer Master Plan	Engineering and Public Works	■	<b>Complete;</b> received by Council in February 2025	Q2-Q4 2024 Q1 2025
Recreation Strategic Plan	Parks and Recreation	●	RFP consultant retained and strategic planning is underway. Final report will be completed in May of 2026.	Q1 2026 Q2 2026
★ Pavement Condition Assessment and Management Plan	Engineering and Public Works	■	<b>Complete.</b> Pavement Management Plan presented to Council as part of the Capital Program Update in Q1.	Q3 Q1 2026

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



# PROJECTS & INITIATIVES

## STRONG RELATIONSHIPS & PARTNERSHIPS

Project	Department	Status	Status Details	Completion
Gorge Bridge Midden Site Signage	Strategic Initiatives		Songhees Nation and Xwsepsum Nation have now both identified Council representatives to work with the Township on this signage. Content is in development.	Q3-2024 Q3-2025 <del>Q1 Q3 2026</del>
Develop opportunities for service agreements with Songhees and Esquimalt Nations	Strategic Initiatives		Departments working in applicable areas (e.g., archaeological requirements)	Ongoing
Community to Community Engagement (Songhees Nation and Xwsepsum Nation)	Strategic Initiatives		<ul style="list-style-type: none"> <li>&gt; Community to Community dinner &amp; flag raising completed November 2024 - ongoing engagement incorporated into operational planning and outcomes.</li> <li>&gt; Relationship Agreements in progress with both Songhees Nation and Xwsepsum Nation, which considers the establishment of regular leadership and staff meetings.</li> </ul>	Q2 2026

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

# POTENTIAL FUTURE PROJECTS

Project	Department	Council Priority
Ground-oriented small developments	Development Services	Housing
Parkland placement, acquisition and management	Parks and Recreation	Engaged & Healthy Community
Develop concept for Select Health Care Committee	Development Services	Engaged & Healthy Community
Official Community Plan Major Review (Recommended)	Development Services	Housing
Affordable Housing Strategy (Recommended)	Development Services	Housing
E&N Corridor Reconciliation Initiative	Strategic Initiatives	Strong Relationships and Partnerships

Items updated/added in preparation for Council priorities development for 2026-2030



# CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

## Staff Report

File #:26-203

### PERIOD REPORT

**DATE:** May 25, 2026

Report No. ADM-26-024

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

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

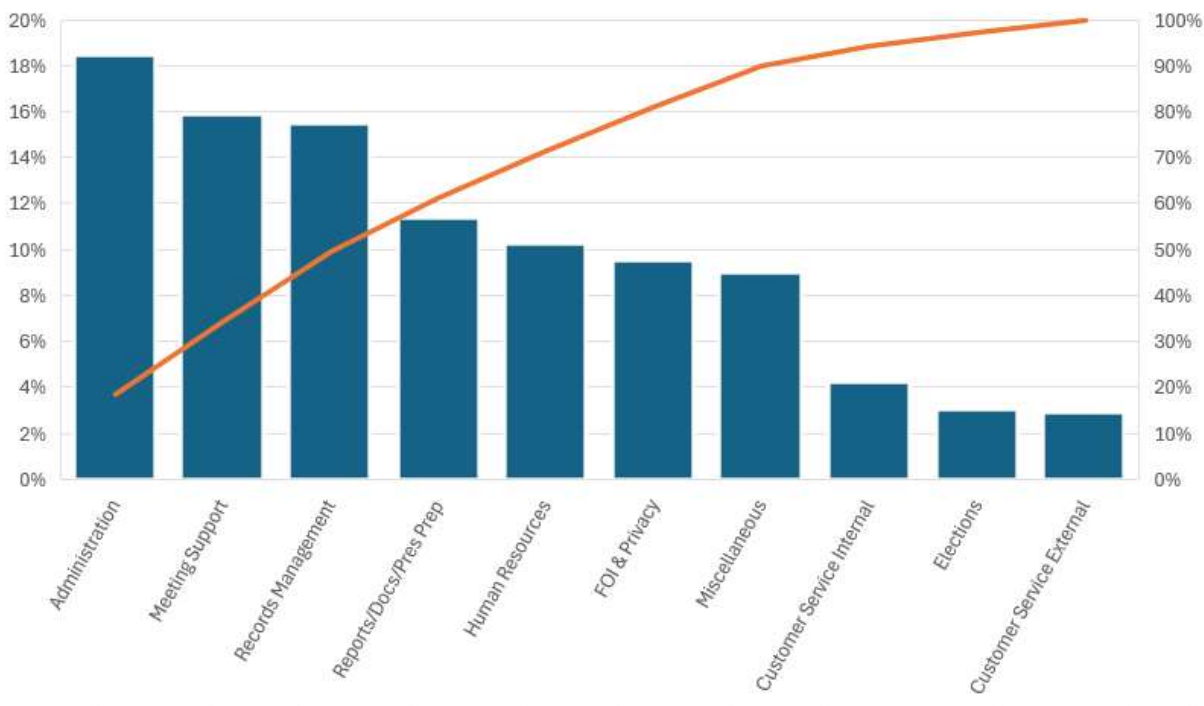
**SUBJECT:** Corporate Services- 2026 First Period Report

The following is a report on the activities pertaining to the Corporate Services Department from January 1, 2026 to April 30, 2026.

#### 1. Staff Time Distribution

The table below illustrates how staff in Corporate Services spent their time during the first period of 2026. 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.

2026-P1 Pareto Chart of Corporate Services Task Distribution

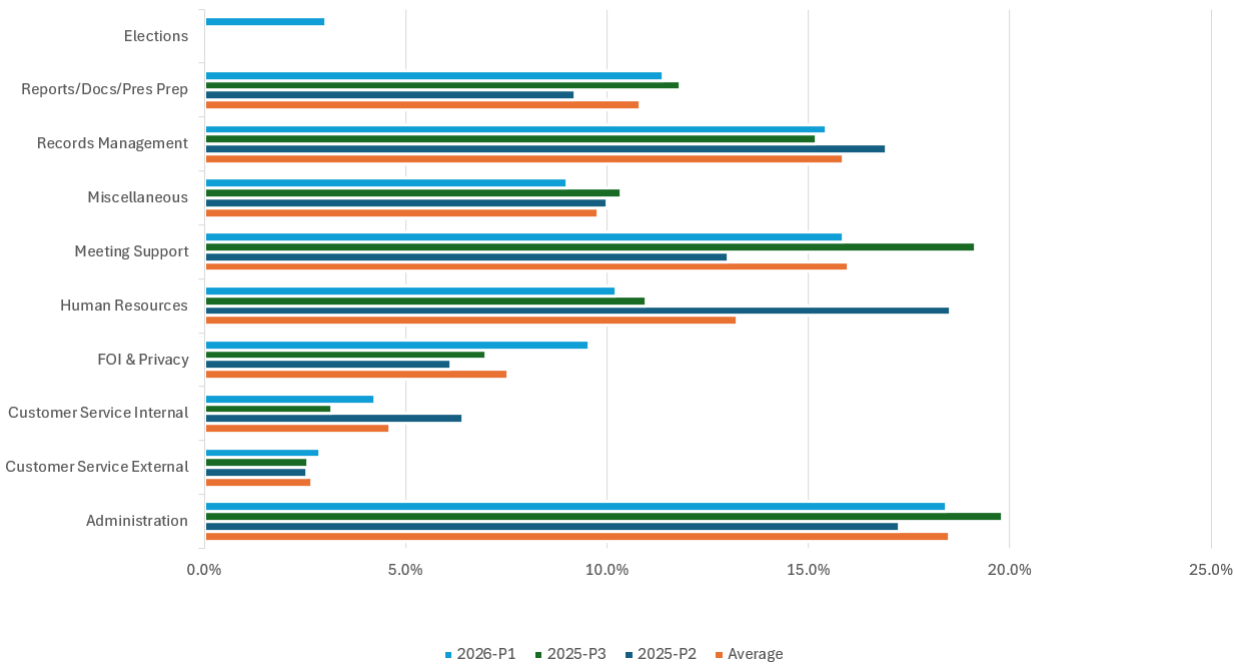


**File #:26-203**

- Elections added as a separate category for all periods in 2026

This period marks the third consecutive period that Corporate Services has been tracking time distribution on departmental activities to help identify trends over time and sustainably manage staff resources over the long term. The chart below contains data from Period 2 and 3 of 2025 and Period 1 of 2026 and calculates the average time spent per category.

Corporate Services 2026 Period 1: Period over Period Task Distribution



The comparison data highlights the wide unpredictability of service demands for the department which helps to inform future workforce planning and better understand the impacts of the variability for informing future needs and efficient management of current resources.

P1 2026		P3 2025		P2 2025	
Categories	Percent Time	Categories	Percent Time	Categories	Percent Time
Administration	18.4%	Administration	19.8%	Human Resources	18.4%
Meeting Support	15.9%	Meeting Support	19.1%	Administration	17.2%
Records Management	15.4%	Records Management	15.2%	Records Management	16.8%
Reports/Docs/Pres Prep	11.4%	Reports/Docs/Pres Prep	11.8%	Meeting Support	12.9%
Human Resources	10.2%	Human Resources	11.0%	Miscellaneous	9.9%
FOI & Privacy	9.5%	Miscellaneous	10.4%	Reports/Docs/Pres Prep	9.7%
Miscellaneous	9.0%	FOI & Privacy	7.0%	Customer Service Internal	6.4%
Customer Service Internal	4.2%	Customer Service Internal	3.2%	FOI & Privacy	6.1%
Elections*	3.0%	Customer Service External	2.6%	Customer Service External	2.5%
Customer Service External	2.9%	--	--	--	--

- Elections added as a separate category for all periods in 2026

**2. Corporate Services**

	Projected Total	2026 P3	P2	P1	2025 Total	2024 Total	2023 Total	2022 Total
Ads & Notices Prepared	60	-	-	20	129	109	134	201
Agendas: Committees	24	-	-	8	21	24	24	25
Agendas: Council/COTW/IC	75	-	-	25	65	66	69*	78
Committee Recruitments	6	-	-	2	5	3	2	3
Council Action Reports	27	-	-	9	22	22	27	35
Council Resolutions Passed	188	-	-	66	199	208	244	264
Documents Commissioned	6	-	-	2	28	46	22	22
Elections/Assent Voting	1	-	-	0	1	0	0	1
Flag Raising/Lowering	15	-	-	5	11	11	9	8
LTSA Documents Registered	30	-	-	10	32	26	30	40
Mail Items Processed	1950	-	-	650	1,866	2,103	1,940	1,234
Proclamations/Illuminations	18	-	-	6	26	26	24	15
Staff Reports Authored	42	-	-	14	50	44	20	24
Staff Reports Reviewed	285	-	-	95	204	162#	N/A	N/A

\* 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

Highlights:

- Continued elections preparations including review of Elections Bylaws, appointment of Chief Election Officer and Deputy Chief Election Officer, communications planning, and review and update of documents, forms, and guidelines.
- Completed all departmental staff annual performance evaluations and discussions.
- Provided individual orientation sessions for new members of Council’s advisory bodies.
- Conferences/training attended by staff related to Local Government Corporate Administration, Parliamentary Procedure and Responsible Governance, Leadership Development, Elections, Records Management, and Fairness in Practice (BC Ombudsperson).

**3. Information, and Privacy Management**

	Projected Total	2026 P3	P2	P1	2025 Total	2024 Total	2023 Total	2022 Total
Audits Conducted*	90	-	-	30	91	N/A	N/A	N/A
FOI Requests	33	-	-	11	38	32	26	39
Privacy Impact Assessments	21	-	-	7	15	11	7	2
Staff Trained/Onboarded*	114	-	-	38	32	N/A	N/A	N/A

\* New metric established in 2025

Highlights:

- Completed set up of new TAB Fusion RMS physical records management system and delivered training for all municipal department appointed representatives.
- Completed backlog filing projects for Fire, Payroll, Development Services and Engineering departments.
- Streamlined the privacy risk assessment process with the development and introduction of user-friendly Adobe fillable forms for key documents (PIA, SoAR, Survey Q&A) and related Procedure Notes.
- Developed seven comprehensive email training packages for specific audiences (staff,

Council, volunteers) including reference materials and templates, on various components of the Privacy Management Program.

- Participated in one written inquiry process with the Office of the Information and Privacy Commissioner.
- Updated inventory of routinely available records (instances where formal access to records request not required).
- Completed replacement of updated video surveillance signage at all municipal facilities.

#### 4. Archives

	Projected Total	2026 P3	P2	P1	2025 Total	2024 Total	2023 Total	2022 Total
<b>Community Events Attended</b>	12	-	-	4	8	3	2	-
<b>Demolitions Photographed</b>	6	-	-	2	13	6	26	12
<b>Donation of Materials</b>	54	-	-	18	34	13	13	1
<b>Exhibits Prepared</b>	15	-	-	5	9	6	3	-
<b>Municipal Transfers</b>	12	-	-	4	4	6	1	-
<b>Research Requests</b>	192	-	-	64	130	85	132	98

#### Highlights:

- Delivered three free community presentations including:
  - Heritage on a Plate: Learn, Cook, Connect - Food heritage and healthy meal on a budget workshop in collaboration with the Salvation Army, Highpoint Community Church
  - Explore, Play, Cook: Heritage for all Ages - Interactive archives tables at the Greater Victoria Public Library, Esquimalt Branch
  - Voices of Women: Local History, Legacy, and Empowerment - International Women’s Day interactive presentation at the Esquimalt New Seniors’ Community Centre
- Contributed an article for publication in the Archives Association of British Columbia (AABC) newsletter (Winter 2026, vol.27, no. 2, pp.11-15) “Esquimalt Municipal Archives: Outreach & Community Engagements in 2025”.
- Attended training sessions on Market Shifts and Collection Needs, and Archives Disaster Preparedness.
- Completion of Phase 1 of the Unveiling Women in Archives project that aims to reclaim the female identity in archival photos with over 100 women found and 103 records updated.

#### 5. Communications

During the first period of 2026, resulting from an organizational restructuring, Communications joined the Corporate Services Department.

#### Highlights:

- See Attachment 5 for period highlights

#### **ATTACHMENTS:**

1. Overview of CS Task Categorization
2. Council Resolutions 2026 Period 1

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**File #:26-203**

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3. Granicus Analytics Dashboard 2026 Period 1
4. FOI Request Dashboard 2026 Period 1
5. Communications Activities & Highlights 2026 Period 1

# Attachment 1

## Illustrative Overview of Corporate Services Task Categorization\*

### Human Resources

- Recruiting and onboarding of new hires
- Conducting departmental staff meetings
- Preparing and updating annual workforce plans
- Meeting weekly with direct reports
- Drafting job descriptions and postings
- Discussing other HR-related and Collective Agreement matters

### Records Management

- Training internal staff
- Managing individual email and files
- Supporting TabFusion
- Auditing program areas
- Managing the corporate record life cycles
- Providing guidance to municipal departments
- Managing departmental files
- Coordinating the corporate records and information management program
- Liaising with the offsite storage provider

### Meeting Support

- Preparing and publishing agendas
- Attending meetings
- Publishing meeting videos
- Scheduling business items
- Coordinating late agenda items
- Preparing action reports
- Completing required Council directions
- Managing online meeting calendars
- Transcribing minutes
- Tracking council resolutions
- Preparing correspondence
- Setting and clearing meeting spaces and equipment

### Administration

- Managing correspondence
- Managing staff attendance
- E-filing LTSA documents
- Managing invoices
- Lowering/raising of flags and related communications
- Preparing annual statutory notices (Schedule of Meetings, Annual Report)
- Preparing and overseeing annual budgets
- Accessioning and digitizing archival materials
- Updating departmental web content

### Reports/Documents/Presentations

Drafting, developing, disseminating, and tracking of:

- Staff reports
- Policies
- Memoranda
- Guidance documents
- Bylaws
- Presentations

### Miscellaneous

- Conducting special projects
- Training and professional development of departmental staff
- Completing other extraordinary tasks not falling within another category

### FOI & Privacy

- Providing internal staff training
- Auditing program areas
- Developing and implementing policies and procedures
- Coordinating and responding to formal access to information (FOI) requests
- Assisting departments with FOI & privacy matters
- Administering the Township's Privacy Management Program

### Customer Service - Internal

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

- Researching meeting minutes
- Providing technical and procedural guidance
- Locating and retrieving historical staff reports
- Reviewing draft bylaws and policies
- Aggregating historical background information
- Certifying municipal documents and Council resolutions

### Customer Service – External

- 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.

2026 COUNCIL RESOLUTIONS 1 <sup>st</sup> PERIOD					
Resolution No.	Meeting Type	Meeting Date	Reference	Resolution	Result
25-65	Regular Council	April 27, 2026	April 20, 2026 Committee of the Whole Resolutions to be Ratified	<u>Small-Scale Multi-Family Housing (SSMFH) Options Report, Staff Report No. DEV-26-013</u> That Council withdraw the Committee of the Whole recommendation to direct staff to explore possibilities to temporarily pause further Small-Scale Multi-Family Housing applications.	Carried Unanimously.
25-64	Regular Council	April 27, 2026	April 20, 2026 Committee of the Whole Resolutions to be Ratified	<u>Small-Scale Multi-Family Housing (SSMFH) Options Report, Staff Report No. DEV-26-013</u> That Council direct staff to consider more extensive amendments to the Small-Scale Multi-Family Housing related bylaws, and that prior to bringing forward draft amendments, staff be directed to undertake targeted consultation with relevant advisory bodies, including the Advisory Planning Commission and Design Review Committee, as well as small-scale developers, and to include a focused opportunity for public input, along with clear visual examples illustrating how the combined regulations function in practice, to support Council decision-making and public understanding. Carried Unanimously.	Carried Unanimously.
26-63	Regular Council	April 27, 2026	April 20, 2026 Committee of the Whole Resolutions to be Ratified	<u>Parks and Recreation - Ocean Networks Canada Radar Proposal, Staff Report P&amp;R-26-004</u> That Council deny the installation of a marine radar by Ocean Networks Canada and the University of Victoria at Saxe Point Park.	Carried with Councillor Cavens Opposed.
26-62	Regular Council	April 27, 2026	April 20, 2026 Committee of the Whole Resolutions to be Ratified	<u>Community Health Needs Assessment and Health Care Playbook Discussion - Mayor Desjardins and Councillor Boardman</u> That Council direct staff to complete the 'Quick Win' items when possible and recommend that the creation of a Select Health Care Committee be included as an opportunity in next term's Council's Priority-Setting Workshop.	Carried Unanimously.
26-61	Regular Council	April 27, 2026	April 20, 2026 Committee of the Whole Resolutions to be Ratified	<u>GHG Reduction Pathway Through Building Retrofits, Staff Memorandum No. P&amp;R-26-005</u> That Council receive Staff Memorandum No. P&R-26-005 for information.	Carried Unanimously.
26-60	Regular Council	April 27, 2026	2026 Financial Plan and Tax Rates Bylaws, Staff Report FIN-26-010	That Council: 1. Give first, second, and third readings to Financial Plan Bylaw, 2026, No. 3180; and 2. Give first, second, and third readings to Tax Rates Bylaw, 2026, No. 3181.	Carried with Councillor Morrison Opposed.
26-59	Regular Council	April 27, 2026	Amendments to the Automated Vote Counting System Authorization and Procedures Bylaw, 2022, No. 3069 and Council Policy ADMIN-69 - Election Signs on Municipal Property, Staff Report No. ADM-26-012	That Council: 1. Give first, second and third readings to Automated Vote Counting System Authorization and Procedures Bylaw, 2022, No. 3069, Amendment Bylaw, 2026, No. 3184; and 2. Approve the amendment to Council Policy ADMIN-69 - Election Signs on Municipal Property, to replace the title Director of Community Safety Services with Director of Strategic Initiatives.	Carried Unanimously.
26-58	Regular Council	April 27, 2026	Development Permit	That Council approve Development Permit No. DP000264 and direct staff	Carried Unanimously.

2026 COUNCIL RESOLUTIONS					
1 <sup>st</sup> PERIOD					
Resolution No.	Meeting Type	Meeting Date	Reference	Resolution	Result
			Application – 1340 Sussex Street and 1337 Saunders Street, Staff Report No. DEV-26-016	to issue the permit and register the notice on the title of the property upon receipt of the landscape deposit.	
26-57	Regular Council	April 27, 2026	Development Variance Permit Application – 604 Nelson Street, Staff Report No. DEV-26-017	That Council postpone consideration of Development Permit No. DP000182 until receipt of the Development Permit Amendment application for consideration by Council concurrently.	Carried Unanimously.
26-56	Regular Council	April 27, 2026	Adoption of Development Application Procedures and Fees Bylaw, 2012, No. 2791, Amendment Bylaw, 2026, No. 3187, Staff Report No. ADM-26-020	That Council adopt Development Application Procedures and Fees Bylaw, 2012, No. 2791, Amendment Bylaw, 2026, No. 3187.	Carried Unanimously.
26-55	Regular Council	April 27, 2026	Adoption of Bylaw to Repeal Bylaw No. 2698, 2026, No. 3182, Staff Report No. ADM-26-018	That Council adopt Bylaw to Repeal Bylaw No. 2698, 2026, No. 3182.	Carried Unanimously.
26-54	Regular Council	April 27, 2026	Rezoning Application - 851 Old Esquimalt Road, Staff Report No. DEV-26-015	That Council give third reading and adopt Zoning Bylaw, 1992, No. 2050, Amendment Bylaw, 2026, No. 3179.	Carried Unanimously.
26-53	Regular Council	April 13, 2026	Letter from the CRD dated March 10, 2026 Re: Municipal Consent for Bylaw No. 4719 - Traffic Safety Commission Establishment Bylaw No. 1, 1990, Amendment Bylaw No. 5, 2025.	That Council consent to the CRD adopting Bylaw No. 4719, "Traffic Safety Commission Establishment Bylaw No. 1, 1990, Amendment Bylaw No. 5, 2025".	Carried Unanimously.
26-52	Regular Council	April 13, 2026	Repeal Craigflower Road (Gorge Vale Golf Club) Local Area Service Bylaw, Staff Report FIN-26-007	That Council give three readings to Bylaw to Repeal Bylaw No. 2698, 2026, No. 3182.	Carried Unanimously.
26-51	Regular Council	April 13, 2026	Bylaw to amend the Development Application Procedures and Fees Bylaw, 2012, No. 2791, Staff Report No. DEV-26-018	That Council give first, second, and third readings to Development Application Procedures and Fees Bylaw, 2012, No. 2791, Amendment Bylaw, 2026, No. 3187.	Carried Unanimously.
26-50	Regular Council	April 13, 2026	Proposed AVICC and UBCM Resolution - Changes to Provincial Property Tax Deferral Program, Staff Memorandum No. ADM-26-	That: WHEREAS the provincial property tax deferral program was established to help seniors and other eligible homeowners with limited incomes remain in their homes by allowing payment of annual property taxes to be deferred until the property is sold or transferred;	Carried Unanimously.

2026 COUNCIL RESOLUTIONS 1 <sup>st</sup> PERIOD					
Resolution No.	Meeting Type	Meeting Date	Reference	Resolution	Result
			017	<p>AND WHEREAS the 2026 provincial budget changes to the program, including increased interest rates and changes to the compounding formula, are making it significantly more expensive and risk reducing its effectiveness for lower-income seniors, while concerns about higher-income participants could be more appropriately addressed through targeted eligibility criteria;</p> <p>THEREFORE BE IT RESOLVED that AVICC and UBCM urge the Province of British Columbia to review the recent changes to the Property Tax Deferment Program with consideration for the needs of low-income seniors on fixed incomes, including the introduction of an income threshold, so that the program continues to support low-income seniors as originally intended.</p>	
26-49	Regular Council	April 13, 2026	2026 Property Tax Rates Discussion, Staff Memorandum FIN-26-009	That Council direct staff to prepare the 2026 Tax Rates Bylaw based on the tax rate scenario of 11.32%.	Carried with Councillor Morrison Opposed.
26-48	Regular Council	April 13, 2026	2026 Property Tax Rates Discussion, Staff Memorandum FIN-26-009	That Council direct staff to reduce the 2026 tax rate to 11.32%.	Carried Unanimously.
26-47	Regular Council	April 13, 2026	2026 Financial Plan Policies and Objectives, Staff Memorandum FIN-26-008	That staff be directed to return with a suggested policy that would use commercial tax rates to further support small businesses.	Defeated Unanimously.
26-46	Regular Council	April 13, 2026	2026 Financial Plan Policies and Objectives, Staff Memorandum FIN-26-008	Main Motion as amended: That Council approve Council Policy FIN-23 Financial Sustainability, Revenue and Tax, as amended to replace section 5.2 with "An annual increase to contributions to capital reserves will be added annually until the identified infrastructure funding deficit is eliminated, with a target date of 2036"; and direct staff to attach the document to the 2026-2030 Financial Plan Bylaw.	Carried with Councillor Armour Opposed.
26-45	Regular Council	April 13, 2026	2026 Financial Plan Policies and Objectives, Staff Memorandum FIN-26-008	Amendment as amended: That the main motion be amended to include that section 5.2 be replaced with "An annual increase to contributions to capital reserves will be added annually until the identified infrastructure funding deficit is eliminated, with a target date of 2036."	Carried with Councillor Armour Opposed.
26-44	Regular Council	April 13, 2026	2026 Financial Plan Policies and Objectives, Staff Memorandum FIN-26-008	That the amendment to the main motion be amended to remove the "significant."	Carried with Councillor Armour Opposed.
26-43	Regular Council	April 13, 2026	Council Remuneration, Staff Report No. ADM-26-014	That Council: a) Direct staff to initiate a study to review remuneration for the Township of Esquimalt elected officials; b) Direct staff to include the recommended 12 comparator communities	Carried with Councillors Armour and Cavens Opposed.

2026 COUNCIL RESOLUTIONS					
1 <sup>st</sup> PERIOD					
Resolution No.	Meeting Type	Meeting Date	Reference	Resolution	Result
				and survey criteria questions as outlined in Staff Report No. ADM-26-014; and c) Request that staff bring forward the findings of the elected official remuneration review for Council's consideration.	
26-42	Regular Council	April 13, 2026	Development Variance Permit – 640 Lampson St – Staff Report No. DEV-26-008	That Council approve the application for DVP00173 to vary the applicable provisions of the Subdivision and Development Servicing Bylaw for certain frontage works and services for the proposed Small-Scale Multi-Family Residential project at 640 Lampson Street as outlined in Staff Report No. DEV-26-008.	Defeated, with Mayor Desjardins, and Councillors Boardman, Helliwell, and Morrison Opposed.
26-41	Regular Council	April 13, 2026	Development Variance Permit – 640 Lampson St – Staff Report No. DEV-26-008	That the main motion be postponed to engage the applicant regarding a potential alternative design without paths to Fernhill Road.	Defeated, with Councillors Brame, Cavens, Helliwell, Armour Opposed.
26-40	Regular Council	April 13, 2026	26-133 Email from Tina O'Keeffe, Esquimalt High School Atom Smashers dated March 24, 2026 Re: Robotics Team Funding Request	That Council provide \$10,000 in grant funding to the Esquimalt High School Atom Smashers.	Carried Unanimously
26-39	Regular Council	April 13, 2026	Adoption of Bylaw Notice Enforcement Bylaw 2014 No. 2839 Amendment Bylaw 2024 No. 3185, Staff Report No. ADM-26-016	That Council adopt Bylaw Notice Enforcement Bylaw, 2014, No. 2839, Amendment Bylaw, 2026, No. 3185.	Carried Unanimously.
26-38	Regular Council	March 16, 2026	Rise and Report from the In Camera meeting of Council held on March 2, 2026	At the In Camera meeting held on March 2, 2026, Council passed the following resolution: That Council appoint Yue Kang (David) Yip to the Advisory Planning Commission Design Review Committee for a term commencing immediately and concluding on December 31, 2026 at the March 16, 2026 Council meeting.	Carried Unanimously.
26-37	Regular Council	March 16, 2026	March 9, 2026 Committee of the Whole resolutions to be ratified	<u>After Hours Bylaw Enforcement, Staff Report No. SI-26-005:</u> That Council direct staff to maintain a VicPD-delivered after-hours service model, and to work with VicPD to establish defined service levels, KPIs, and regular reporting; and that it be re-evaluated by Council after one year; and  That Council direct staff to focus after-hours enforcement exclusively on Saturday parking and Township events.	Carried Unanimously.
26-36	Regular Council	March 16, 2026	Proposed Amendments to Bylaw Notice Enforcement Bylaw, Staff Report No. SI-26-008	That Council give three readings to Bylaw Notice Enforcement Bylaw, 2014, No. 2839, Amendment Bylaw, 2026, No. 3185.	Carried Unanimously.

2026 COUNCIL RESOLUTIONS 1 <sup>st</sup> PERIOD					
Resolution No.	Meeting Type	Meeting Date	Reference	Resolution	Result
26-35	Regular Council	March 16, 2026	2026-2030 Financial Plan - Final Budget Decisions, Staff Report no. ADM-26-013	That staff be directed to prepare the Financial Plan Bylaw, in accordance with Council's direction; Staff be authorized to begin the hiring processes for the full-time equivalent positions approved by Council for 2026; and Staff be directed to prepare a report for Council to enable a comprehensive policy discussion about accumulated surplus and reserve funds, to be completed before July 2026.	Carried with Councillor Morrison opposed.
26-34	Regular Council	March 16, 2026	2026-2030 Financial Plan - Final Budget Decisions, Staff Report no. ADM-26-013	That the 2026 Police budget be accepted as presented.	Carried with Councillor Morrison opposed.
26-33	Regular Council	March 16, 2026	2026-2030 Financial Plan - Final Budget Decisions, Staff Report no. ADM-26-013	Main Motion as amended: That Council request the Mayor write to the Provincial Government and Union of BC Municipalities regarding the proposed changes to the Property Tax Deferral Program, and specifically request that the Province introduce an income threshold so the program continues to function as originally intended, helping low-income seniors remain in their homes.	Carried Unanimously.
26-32	Regular Council	March 16, 2026	2026-2030 Financial Plan – Final Budget Decisions, Staff Report no. ADM-26-013	That the motion be amended to include that the letter be sent to the Union of BC Municipalities in addition to the Province.	Carried Unanimously.
26-31	Regular Council	March 16, 2026	Crossing Guard Request, École Victor-Brodeur, Staff Report No. SI-26-007	That Council direct staff to work with École Victor Brodeur to develop a Memorandum of Understanding outlining responsibilities, service levels, and costs for crossing guard support, with funding incorporated into the 2027 budget process.	Carried Unanimously.
26-30	Regular Council	March 16, 2026	Short-Term Rental Policy Analysis Report, Staff Report No. DEV-26-011	That Council authorize that short-term rentals be permitted only within the operator's principal dwelling unit; renting a room while present, or the whole home while away; with no secondary or garden suites included; and limited to a maximum of 180 nights per year.	Carried with Councillor Brame opposed.
26-29	Regular Council	March 16, 2026	Rezoning Application - 851 Old Esquimalt Road, Staff Report No. DEV-26-007	That Council give first and second reading to Zoning Bylaw, 1992, No. 2050, Amendment Bylaw, 2026, No. 3179 and authorize the scheduling of a Public Hearing.	Carried Unanimously.
26-28	Regular Council	March 16, 2026	Adoption of Zoning Bylaw, 1992, No. 2050, Amendment Bylaw, 2025, No. 3153, Staff Report No. DEV-26-012	That Zoning Bylaw, 1992, No. 2050, Amendment Bylaw, 2026, No. 3153 be adopted.	Carried Unanimously.
26-27	Regular Council	March 2, 2026	2026 Financial Plan Update, Staff Report No. FIN-26-006	That Council: 1) Direct staff to prepare a project background/impact assessment to initiate the 3rd party benchmarking analysis for revenue. 2) Direct staff to prepare a project background/impact assessment to initiate the 3rd party benchmarking analysis for operating budget/service delivery; and 3) Direct staff to brief Council on staff's potential initiatives on efficiency/effectiveness prior to development of Council's 2026-2030	Carried Unanimously.

2026 COUNCIL RESOLUTIONS 1 <sup>st</sup> PERIOD					
Resolution No.	Meeting Type	Meeting Date	Reference	Resolution	Result
				strategic plan.	
26-26	Regular Council	March 2, 2026	2026 Financial Plan Update, Staff Report No. FIN-26-006	That Council maintain annual infrastructure reserve contributions at 3%.	Carried Unanimously.
26-25	Regular Council	March 2, 2026	2026 Financial Plan Update, Staff Report No. FIN-26-006	That Council defer the creation of the Fire Inspector FTE to 2027.	Carried with Mayor Desjardins, and Councillors Armour and Brame Opposed.
26-25	Regular Council	March 2, 2026	2026 Financial Plan Update, Staff Report No. FIN-26-006	That Council approve the conversion of the three Temporary Firefighter FTEs to permanent positions and reduce the proposed overtime in the budget to \$50,000.	Carried Unanimously.
26-23	Regular Council	March 2, 2026	2026 Financial Plan Update, Staff Report No. FIN-26-006	That Council direct staff to implement service reductions to advertising in Corporate Services, Engineering and Public Works, and Communications by eliminating them from the 2026 budget.	Defeated with Mayor Desjardins, and Councillors Armour, Boardman, Brame, Cavens, and Helliwell Opposed.
26-22	Regular Council	February 23, 2026	Letter from the BC Association of Farmers' Markets dated February 2, 2026 Re: BC Farmers' Market Nutrition Coupon Program Letter of Support	That Council direct staff to send a letter to the Minister of Health in support of the ongoing funding for the Farmers' Market Nutrition Coupon Program.	Carried Unanimously.
26-21	Regular Council	February 23, 2026	February 9, 2026 Special Committee of the Whole resolutions to be ratified	<u>2026-2030 Financial Plan Options and Way Ahead, Staff Report ADM-26-008</u> That Council direct staff to provide: 1) more information on Advertising - Corporate Services, Advertising - Engineering, and Advertising - Communications as potential service reductions; 2) more information on Local Grants as a potential service reduction; 3) more information on the supplemental budget request of one Fire Inspector (FTE); and 4) an overview of what the overall budget impacts are of the three options for supplying the established firefighting level of service.	Carried Unanimously.
26-20	Regular Council	February 23, 2026	February 9, 2026 Special Committee of the Whole resolutions to be ratified	<u>2026 Budget Book, Staff Report FIN-26-003</u> That Council direct staff to update the 2026 Budget Book to reflect the comments made at the February 9, 2026, Special Committee of the Whole meeting.	Carried Unanimously.
26-19	Regular Council	February 23, 2026	Proposed Adjustment to the 2026-2030 Financial Plan for the Major Review of the Official Community Plan, Staff Report No. DEV-26-006	That Council authorize staff to amend the 2026 - 2030 Financial Plan to include all budgeted costs for the Esquimalt Road Urban Design Guidelines and the Financial Impact Analysis Model in the 2027 fiscal year.	Carried Unanimously.
26-18	Regular Council	February 23, 2026	Development Variance Permit - 884 Lampson St –	Main Motion as Amended: That Council approve the Development Variance Permit No. DP00176 to	Carried with Councillors Boardman, Brame, and

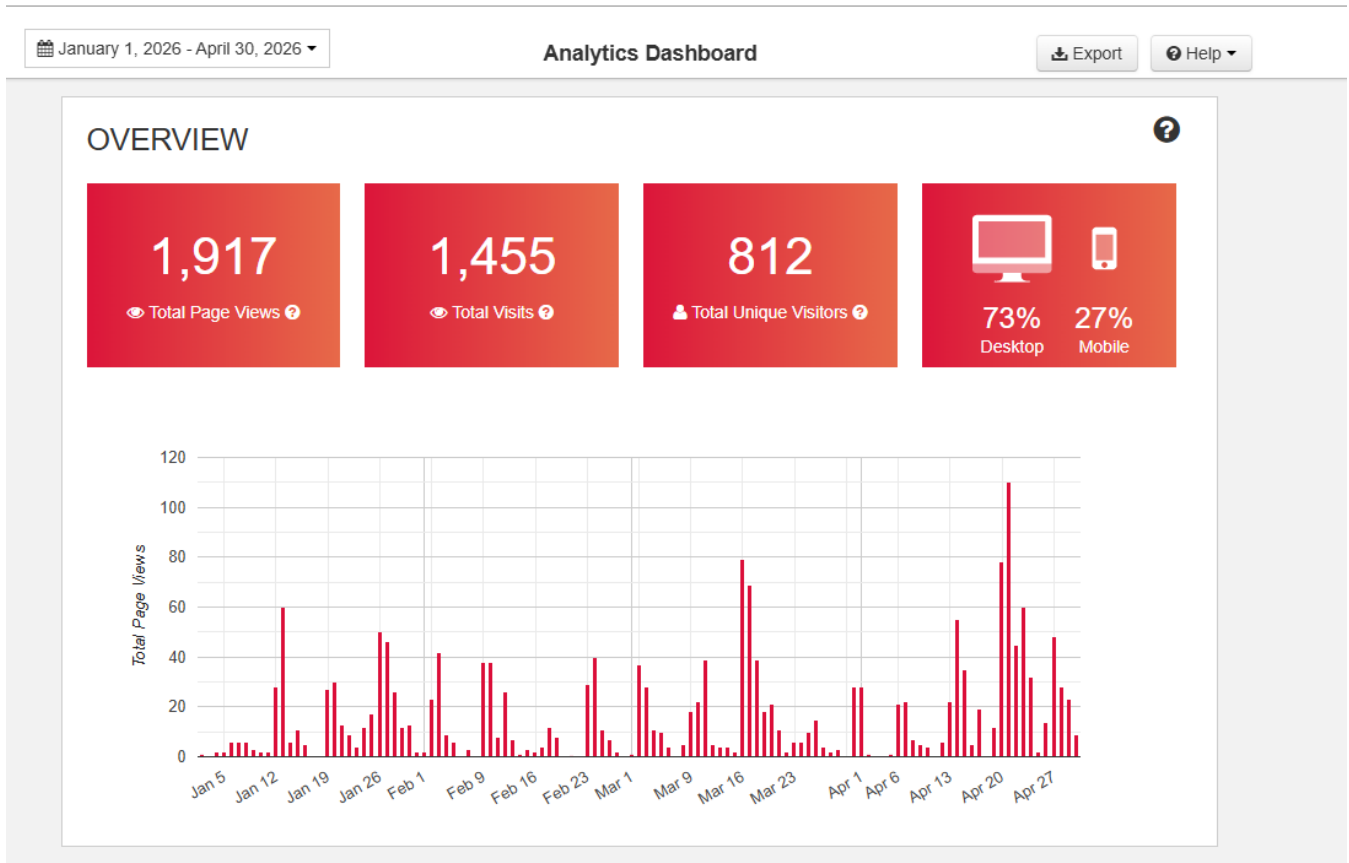
2026 COUNCIL RESOLUTIONS					
1 <sup>st</sup> PERIOD					
Resolution No.	Meeting Type	Meeting Date	Reference	Resolution	Result
			Staff Report No. DEV-26-005	vary the parking ratio for required residential vehicle parking per unit, at 884 Lampson St within the CD No. 155 Zone, from 0.92 to 0.73, as outlined in Staff Report No. DEV-26-005, subject to staff determining an approach that ensures that the parking ratio reflect the recent Parking Bylaw and the ultimate end use of the building in terms of purpose built rental versus strata ownership.	Morrison Opposed.
26-17	Regular Council	February 23, 2026	Development Variance Permit - 884 Lampson St – Staff Report No. DEV-26-005	That the main motion be amended to replace "a Development Variance Permit to vary the parking ratio for required residential vehicle parking per unit "with "the Development Variance Permit No. DP00176 to vary the parking ratio for required residential vehicle parking per unit, at 884 Lampson St within the CD No. 155 Zone, from 0.92 to 0.73, as outlined in Staff Report No. DEV-26-005."	Carried with Councillors Boardman, Brame, and Morrison Opposed.
26-16	Regular Council	February 23, 2026	Development Variance Permit - 884 Lampson St – Staff Report No. DEV-26-005	That Council deny DVP000167.	Defeated, with Mayor Desjardins, and Councillors Armour, Cavens, and Helliwell Opposed.
26-15	Special Joint Meeting of Council and the Advisory Planning Commission	February 9, 2026	Special Joint Meeting of Council with the Advisory Planning Commission, Staff Report No. DEV-26-004	That staff look at options to change the Advisory Planning Commission structure and Establishing Bylaw to reflect concerns raised by the Advisory Planning Commission and Council and provide recommendations for review by the Advisory Planning Commission, then Council.	Carried Unanimously.
26-14	Regular Council	February 2, 2026	Arena Slab Replacement Project – Tender Award Staff Report No. P&R-26-003	That Council award the Tender - General Contractor - Arena Slab Replacement Project, including all optional components identified in the Archie Browning Sports Centre Energy Conservation Measures (Phase 1), and future change orders within the approved budget, to Blackrete Builders Inc. in the amount of \$2,198,890.00 excluding GST, as included in the 2025/26 Capital Plan (R266).	Carried Unanimously.
26-13	Regular Council	January 26, 2026	Rise and Report from the In Camera meeting of Council held on January 12, 2026	<u>Capital West Accessibility Advisory Committee Recruitment, Staff Report No. ADM26-004</u> That Council appoint Madison Sutcliffe as Esquimalt's representative to the Capital West Accessibility Advisory Committee for a term commencing immediately upon appointment and concluding December 31, 2027.	
26-12	Regular Council	January 26, 2026	January 19, 2026 Committee of the Whole Resolutions to be Ratified	<u>High Level Council Discussion Regarding Development Cost Charges and Amenity Cost Charges, Staff Report No. DEV-26-002</u> That Council direct staff to prepare an impact assessment outlining detailed project scope, costs, processes, timelines, staff resources, and risks associated with proceeding with Development Cost Charges (DCCs) and Amenity Cost Charges (ACCs) bylaws.	Carried Unanimously.
26-11	Regular Council	January 26, 2026	January 19, 2026 Committee of the Whole Resolutions to be Ratified	<u>Community Health Needs Assessment and Health Care Playbook</u> That Council direct staff to include a section on accessibility and universal building design in the green building checklist for Council consideration.	Carried Unanimously.
26-10	Regular Council	January 26, 2026	January 19, 2026 Committee of the Whole Resolutions to be Ratified	<u>Community Health Needs Assessment and Health Care Playbook</u> That Council direct staff to provide administrative support for the creation of a select committee to support improving Esquimalt primary care, co-	Carried Unanimously.

2026 COUNCIL RESOLUTIONS 1 <sup>st</sup> PERIOD					
Resolution No.	Meeting Type	Meeting Date	Reference	Resolution	Result
				chaired by Mayor Desjardins and Councillor Boardman, with the scope of work and composition to come back for Council consideration.	
26-09	Regular Council	January 26, 2026	2026 General Local Election – Appointment of the Chief Election Officer and Deputy Chief Election Officer, Staff Report No. ADM-26-002	That Council appoint Sarah Holloway, Manager of Corporate Services, as Chief Election Officer and Victoria McKean, Committee Coordinator as Deputy Chief Election Officer to conduct the 2026 General Local Elections.	Carried Unanimously.
26-08	Regular Council	January 26, 2026	Deer Fencing Policy Development, Staff Report No. DEV-26-001	Main Motion as Amended: That Council direct staff to prepare a report and Zoning Bylaw amendment bylaw to regulate deer fencing for Council's consideration and, subject to staff and legal review, use the District of Saanich Zoning Bylaw as a model, with changes to allow deer fencing and deer fencing extensions in front yards, and that Staff Report No. DEV-26-001 be received for information.	Carried Unanimously.
26-07	Regular Council	January 26, 2026	Deer Fencing Policy Development, Staff Report No. DEV-26-001	That the main motion be amended to include direct staff to use the District of Saanich Zoning Bylaw as a model, with changes to allow deer fencing and deer fencing extensions in front yards, subject to legal and staff review.	Carried Unanimously.
26-06	Regular Council	January 26, 2026	Development Variance Permit Application – 950 Lampson Place, Staff Report No. DEV-25-054	That Council approve the Development Variance Permit application DVP00175 to authorize the proposed building siting at 950 Lampson Place with the variances outlined in Staff Report No. DEV-25-054.	Carried with Mayor Desjardins and Councillor Morrison opposed.
26-05	Regular Council	January 12, 2026	Rise and Report from the In Camera meeting of Council held on December 8, 2025	At the In Camera meeting held on December 8, 2025, Council passed the following resolution: That the Mayor provide a letter to Minister Krieger indicating support for a study on regionalization of policing to be completed, including a summary of the consultation that has occurred that supports Council's views on regionalization and policing.	
26-04	Regular Council	January 12, 2026	Annual Review of Council Code of Conduct, Staff Report No. ADM-26-001	That Council receive Staff Memorandum ADM-26-001 for information and that Council members sign Code of Conduct Policy No. ADMIN-80 to confirm their understanding of the provisions and affirm their commitment to acting in accordance with the Council Code of Conduct.	Carried Unanimously.
26-03	Regular Council	January 12, 2026	Resolution to Hold a Council Meeting Outside the Boundaries of Esquimalt, Staff Report No. ADM-26-003	That Council authorize that a special meeting of Esquimalt Council be held at the Union Club located at 805 Gordon St, Victoria, BC on January 13, 2026, at 5:30 p.m.	Carried Unanimously.
26-02	Regular Council	January 12, 2026	Draft Budget, Staff Report FIN-26-001	That Council direct staff to develop additional budget scenarios for tax rate increases of 7% and 9% for the 2026-2030 Financial Plan.	Carried Unanimously.
26-01	Regular Council	January 12, 2026	Parks and Recreation Proposed EV Charging Infrastructure and Partnership, Staff Report No.	That Council endorse the proposed partnerships and direct staff to enter into 10-year agreements with: 1. BC Hydro, for installation and operation of 5-6 Level 3 EV chargers located at Archie Browning Sport Centre; and	Carried Unanimously.

2026 COUNCIL RESOLUTIONS 1 <sup>st</sup> PERIOD					
Resolution No.	Meeting Type	Meeting Date	Reference	Resolution	Result
			P&R-26-001	2. The CRD for the installation and operation of EV level 2 chargers in various Parks in the Township of Esquimalt.	

## Attachment 2 – Granicus Analytics Dashboard 2026 – Period 1

This dashboard provides viewership information about the livestream and archived Council and Committees of Council meeting videos available on the Township’s website.



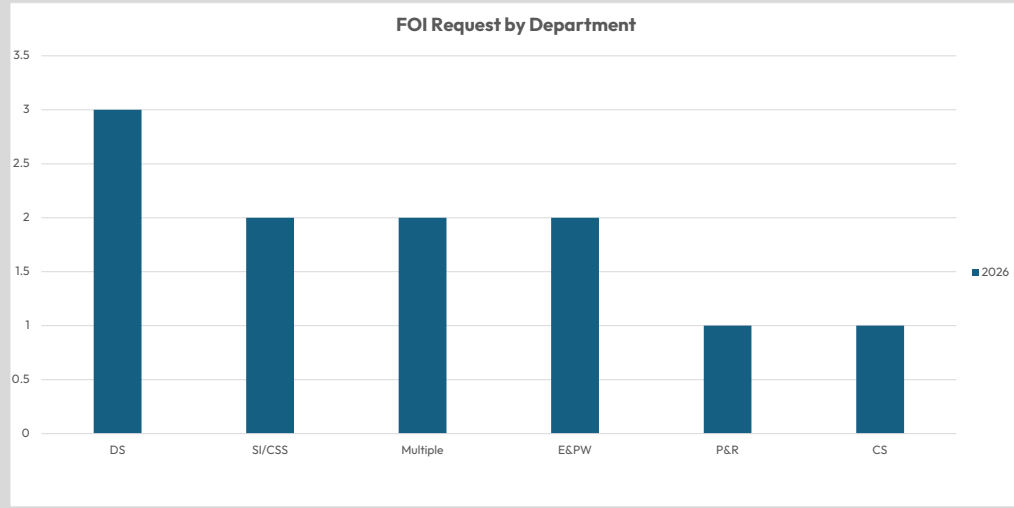
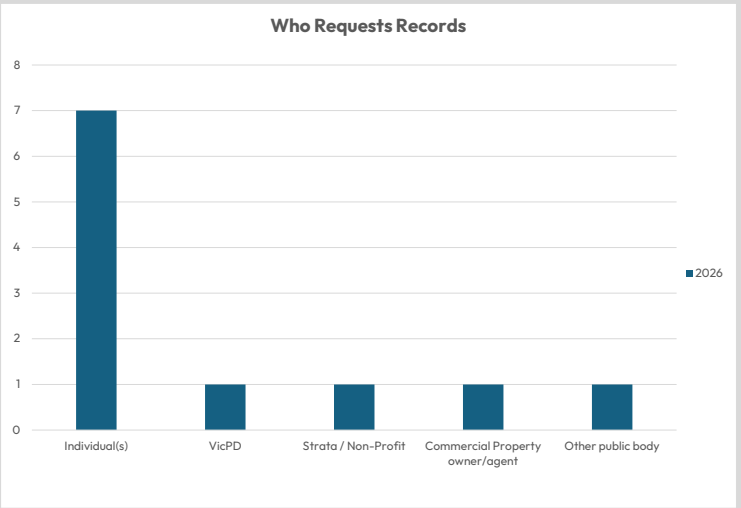
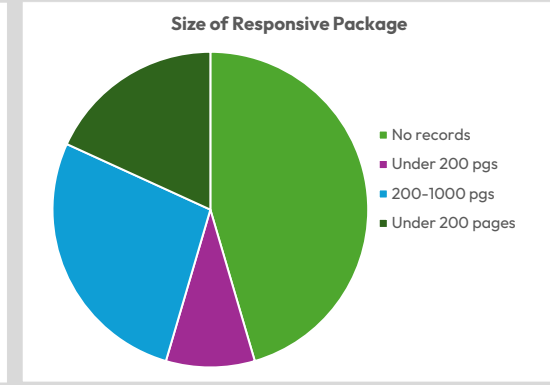
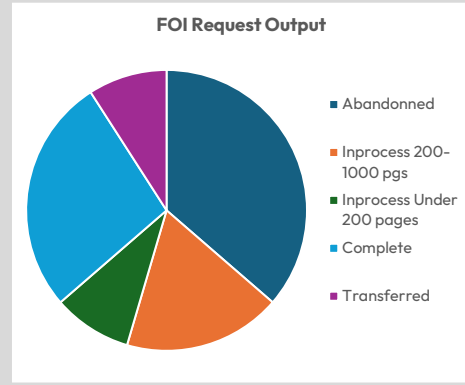
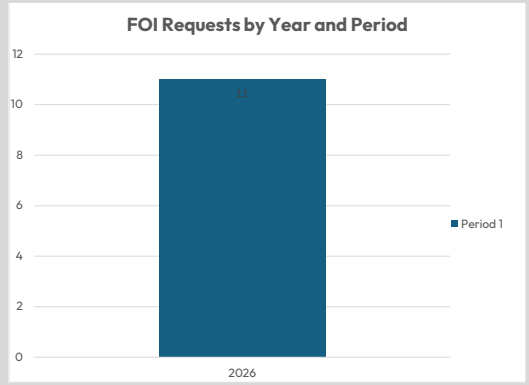
# Freedom of Information Request Dashboard

**Chose one year to display**

2021
2022
2023
2024
2025
2026

**Period**

Period 1
----------



**When the FOI was requested**  
 Period 1 January to April  
 Period 2 May to August  
 Period 3 September to December

**Profession Services Includes:**  
 Real Estate Agents  
 Developers  
 Engineering Consultants  
 Fire Investigators  
 Coroner

Other is for those requests that were transferred, withdrawn or abandoned.  
 Multiple Departments is when more than one department is involved in responding to the request.

Note for 2023 only - Multiple Departments is why there are no DS specific requests in 2023 as any 2023 relevant requests included either CSS or E&PW

# Communications



This period report highlights communication activities from Jan 1-Apr 30, 2026

## HIGHLIGHTS

**ENG/PW:** Supported Esquimalt Road Phase 2 communications with graphic design, report review and social media

**FIRE DEPARTMENT:** Created monthly calendar to outline media outreach, social media posts and other communications opportunities.

**FINANCE:** Created tax notice informational brochures and general tax communications in collaboration with Finance.

**CORPORATE SERVICES:** Supported Archives staff in BC Heritage Day promotion, Vimy Ridge and HMCS Esquimalt featured collections; promoted public community satisfaction survey online and through newsletters.

**PARKS + REC:** Supported Greenshores ribbon cutting event with graphic design and logistical planning; supported Recreation Strategic Planning survey communications with graphic design and social media work

**PUBLIC SAFETY/BYLAWS:** Digitized bylaw offense notice form adding an online option rather than paper only; added seasonal flood safety information to social/website; shared a number of related emergency preparedness & fire information from external agencies.

**DEVELOPMENT SERVICES:** Worked with staff on Development Capacity Study public engagement strategy.

## OTHER COMMUNICATIONS WORK:

- **Attended** a Natural Asset Management presentation by CRD
- **Promoted** various illumination and proclamation requests and observance days on social media (20), including **Indigenous Languages Day, Pink Shirt Day and Day of Mourning**
- Held monthly or bi-monthly **communications strategy** meetings with individual senior staff
- Held **media preparation sessions** with senior staff prior to interviews
- **Updated** the Council Priorities Plan and the Budget book for council review.
- Created **business-focussed ads** promoting WhyEsquimalt including BC Guide to Art and Culture; published quarterly “Experience Esquimalt” insert in the TC
- Met with **new Esquimalt Chamber ED** to discuss collaboration opportunities
- Connected staff with **Creative B.C** to update photo bank for film scouts.
- Worked with Economic Development Manager on **refining new visitor guide.**

# Communications

## SOCIAL MEDIA Facebook | Instagram | LinkedIn |



5.6%

TOTAL # OF FOLLOWERS



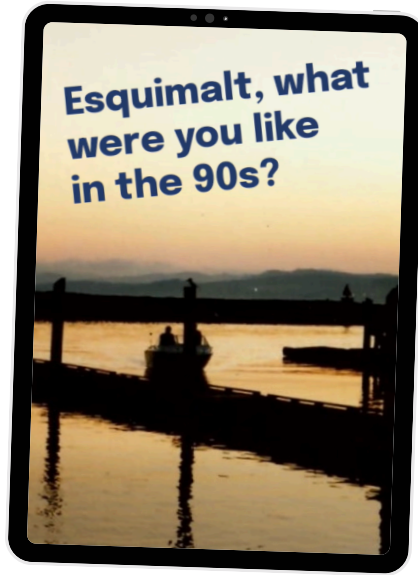
7.4%

TOTAL # OF LIKES/REACTIONS



8.7%

TOTAL # OF POSTS



Most popular post:

“Esquimalt in the 90s”  
nostalgia (IG & FB)

30,000  
POST VIEWS

357  
LIKES

\* Likes/reactions: the number of times posts receive a reaction on a Facebook or LinkedIn account, or receive a like on an Instagram account.

## Newsletters



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

9 e-newsletters sent to ~600 subscribers (**66% open rate**)

MADE ~250 EDITS TO ESQUIMALT.CA

## Public information

6

media releases issued

11

total news items added to the website

3

traffic notices and public advisories issued



Esquimalt  
**ALERT**

5.2% increase

4,737 to 4,981 subscribers in this period

## TOP WEB PAGES

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



WHAT TECH DO PEOPLE USE TO ACCESS OUR WEBSITE?



54% desktop

46% mobile & tablet



# CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

## Staff Report

File #:26-206

### PERIOD REPORT

**DATE:** May 25, 2026

Report No. DEV-26-024

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

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

**SUBJECT:** Development Services- 2026 First Period Report

The following is a report on the activities pertaining to the Development Services Department from January 1, 2026 to April 30, 2026.

#### 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 one new rezoning or Official Community Plan amendment applications in the first period.

- 912 McNaughton - On hold (incomplete application).

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

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

- 868 Old Esquimalt Road - (Delegated) proposed townhouse development of 6 dwelling units in two principal buildings.
- 445 Grafton Street - (Delegated) new single-family dwelling and associated landscaping within tsunami hazard area
- 942 Wollaston Steet - (Delegated) proposed 3-unit Small-Scale Multi-Family Housing development of three dwelling units in two principal buildings.
- 469 Admirals Road - (Delegated) proposed 3-unit Small-Scale Multi-Family Housing development of three dwelling units in one principal building.
- 1149 Bewdley Avenue - (Delegated) proposed 3-unit Small-Scale Multi-Family Housing development of three dwelling units in two principal buildings (incomplete application).

- 322 Plaskett Place - (Delegated) to authorize the construction of a previously unpermitted accessory building (stairs and decks/landings).
- 646 Head Street - (Delegated) proposed 4-unit Small-Scale Multi-Family Housing development of three dwelling units in two principal buildings.
- 475 Grafton Street - (Delegated) proposed 4-unit Small-Scale Multi-Family Housing development of three dwelling units in two principal buildings.

### **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 seven new applications in the first period:

- 942 Wollaston Street - Variance to reduce rear yard setback for SSMFH development.
- 1196 Wychbury Avenue - (Delegated) setback variance for proposed front deck (incomplete application)
- 604 Nelson Street - Variance to reduce the side setback of the parkade
- 1050 Dunsmuir Road - (Delegated) variance to reduce side yard setback and drive aisle width for SSMFH development
- 1056 Dunsmuir Road - (Delegated) variance to reduce drive aisle width for SSMFH development
- 322 Plaskett Place - Variance to reduce side setback, rear setback, and waterfront setback for a previously unpermitted accessory building (stairs and decks/landings).
- 646 Head Street - Variance to Bylaw No. 3128 to increase the allowed number of driveways.

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

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

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

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

### **6. Subdivision Applications**

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

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

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

### **8. Liquor License Applications**

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

## 9. Legal Documents

- 633 Admirals - Section 219 covenant modification to permit additional retail on the ground floor.

## 10. Building Inspections

- Details are shown in Appendix C.
- Completed requirements for Plumbing Official in Training 1
- Approved occupancy for 899 Esquimalt
- Resolved extra-legal occupancy at 950 Lampson
- Approved occupancy for Inn Wing Spa at 429 Lampson
- Approved occupancy for 1102 Esquimalt

## 11. Other Planning Projects

- Worked on an Omnibus Amending Bylaw for the Zoning Bylaw, 1992, No. 2050.
- Reviewed plumbing permit process.
- Prepared data for the Local Government Climate Action Plan submission to the provincial government.
- Met with faculty and staff from Royal Roads University on several occasions to discuss partnership opportunities.
- Prepared and published job posting for Planning Technician.
- Weekly meetings held with the Development Capacity Study consulting team.
- Consultant presented the final Community Health Needs Refresh Report to Council.
- Sunders Group presented the Health Toolkit to Council.
- Presented deer fencing background report to Council.
- Staff presented the "Official Community Plan Major Review Project Sign-off to Council.
- Consultant presented Short-Term Rental report to Council.
- Updated development application fees bylaw presented to Council.
- Staff presented a report on Small Scale Multi-Unit Housing to Council.
- Worked on a staff report for Single Egress Stairs with the Fire Department.

## 12. Consultation

- Met with staff from CFB Esquimalt to discuss future development on the Base.
- Participated in the bi-annual CFB Esquimalt/Township of Esquimalt luncheon.
- Staff participated in several pre-application consultations with various property owners, developers, and architects actively preparing submissions for multiple family residential projects.
- Fielded a significant volume of landowner, 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.
- Attended an on-line Recreation Strategic Plan engagement session.
- Met with School District 62 to discuss development forecasts.
- Met with CRD consultants to discuss population projection methodologies.
- Attended the key presentation of the Central Block

### **13. Sustainability**

- Began reparations for the Climate Action Plan Annual Report to Council.
- Prepared and submitted the Local Government Climate 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.

### **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.
- Residential Building Permits Dashboard

### **15. Other**

- Reviewed numerous Building Permit applications for compliance with development permits and zoning regulations.
- Reviewed Business Licence Applications for Zoning Compliance.
- Responded to 26 property information requests.
- Processed 12 requests for building plans.
- Attended Emergency Management Committee meeting.
- Dealt with several Zoning Bylaw infractions.

### **16. Training**

Staff attended the following training sessions:

- Attended several Planning Institute of BC webinars.

### **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 first period and reviewed 11 applications.

Design Review Committee:

- The Design Review Committee met twice in the first period and reviewed five applications.

Board of Variance:

- The Board of Variance did not meet in the first period.

### Housing Matrix May 12, 2026

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	Development Permit	0	8	0	8	0	Townhouse
469 Admirals Road	Development Permit	0	3	0	3	0	SSMUH
664 Admirals Road	Building Permit	83	0	0	83	6	Apartment
1007 Arcadia	Building Permit	0	4	0	4	0	SSMUH
1149 Bewdley Avenue	Development Permit	0	3	0	3	0	SSMUH
1205 Carlisle Avenue (14-lot consolidation)	Development Permit (Approved)	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	Building Permit	0	4	0	4	0	SSMUH
878 Colville Road	Rezoning	0	6	0	6	0	Townhouse
621 Constance Avenue	Rezoning	17	0	0	17	0	Apartment
1006 + 1010 Craigflower	Building Permit	0	134	0	134	TBD	Apartment
1050 Dunsmuir Road	Building Permit	0	3	0	3	0	SSMUH
817 Esquimalt Road	Building Permit	104	0	0	104	TBD	Apartment
861 Esquimalt Road	Building Permit	59	0	0	59	0	Apartment
614 Grenville	Rezoning	0	132	0	132	TBD	123 Condo Apartments and 9 Townhouses
460 to 464 Head Street - West Bay Quay	Development Permit	0	12	0	12	0	Apartment
646 Head Street	Development Permit	0	4	0	4	0	SSMUH
809 Intervale Avenue	Building 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	54	0	54	0	Apartment/Townhouse
527 Lampson Street	Building Permit	0	3	0	3	0	
640 Lampson Street	Development Permit	0	4	0	4	0	SSMUH
756/758 Lampson Street	Rezoning	0	11	0	11	0	Townhouse
870 Lampson Street	Building Permit	2	0	0	2	0	SSMUH
884 Lampson Street	Building Permit	0	119	0	119	0	Apartment
914 McNaughton Ave	Development Permit	0	4	0	4	0	Duplex with Suites
604 Nelson Street	Building Permit	235	0	0	235	23	Apartment (affordable units approximate)
868 Old Esquimalt Road	Building Permit	0	6	0	6	0	Townhouse
525 Paradise Street	Building Permit	0	4	0	4	0	SSMUH
1340 Sussex Street and 1337 Saunder Street	Development Permit	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
942 Wollaston Steet	Development Permit	0	3	0	3	0	SSMUH
958 Wollaston	Building Permit	0	4	0	4	0	Townhouse
<b>Total</b>		1129	803	0	1932	29	
<b>Percent</b>		58%	42%		100%	2%	

Table 1 - Number of dwelling units as per active rezoning applications, development permit applications, and building permit applications

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
<b>Total</b>		381	269	48	698	7	
<b>Percent</b>		55%	39%	7%	100%		

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
852 (formerly 856/858) Esquimalt Road	Final	198	0	0	198	0	Apartment
899 Esquimalt Road	Final		66		66	0	Strata Apartment
910 Old Esquimalt Road	Final (April 28, 2025)	0	5	0	5	0	Townhouse
1102 Esquimalt Road	Final	0	89	0	89	0	Apartment (Strata)/ 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	
429 Lampson Street - English Inn	Final (September 15, 2025)	0	71	0	71	0	Apartment/Townhouse
429 Lampson Street - English Inn	Final (March 25, 2026)	0	54	0	54	0	Strata Apartment
906 Old Esquimalt Road	Final (Duplex April 28, 2025 and Triplex April 25, 2025)	0	5	0	5	0	Townhouse
836 Parklands Drive	Building Permit		4	0	4	0	SSMUH
1310 Saunders Street (formerly 1338 to 1350 Saunders Street)	Final (Dec. 12, 2024)	72	0	0	72	6	Apartment
1075 Tillicum Road	Final		99		99		Strata Apartment
<b>Total</b>		546	407	0	953	151	
Percent		57%	43%		100%	16%	

Table 3 - Number of dwelling units by type for housing target (note this does not include demolitions or properties with less than 2 units that are not SSMUH units).

Application Type	Number of Rental Units	Number of Owner Units	Number of Institutional Units	Total Number of Units
Rezoning	17	176	0	193
Development Permit	629	288	0	917
Building Permit	483	339	0	822
Completed (from January 2020 to June 30, 2024)	381	269	48	698

<b>Complete from July 1, 2024 (Housing Target Units)</b>	546	407	0	953
<b>Total</b>	2056	1479	48	3583
<b>Percent</b>	57%	41%	1%	

Table 4 - Number of units by tenure since January 2020.

**APPENDIX B**

**Ongoing Application Status as of December 31, 2025**

<b>Address</b>	<b>Type of Application</b>	<b>Description</b>	<b>Status</b>
<b>REZONING APPLICATIONS</b>			
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 for revisions from applicant
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	Approved by Council
1340 Sussex Street and 1337 Saunders Street	Rezoning & OCP amendment	To amend the zoning to allow for a 335-unit rental apartment	Approved by Council
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	Approved by Council
868 Old Esquimalt Road	Rezoning	Rezoning to a new Comprehensive Development [CD] zone to allow the development of 6 townhouse dwellings	Approved by Council

Address	Type of Application	Description	Status
<b>DEVELOPMENT PERMIT APPLICATIONS</b>			
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 approved by Director
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 approved by Director
453 Admirals Road	Delegated Development Variance Permit	Minor front setback	Approved by Director
1004 Gosper Crescent	Delegated Development	Triplex and single-unit SSMFH residential (four units total)	Application being processed after changing to SSMFH approach, waiting for revised

			drawings
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	Permit		
1158 Heald Avenue	Delegated Development Permit	DADU	Application being processed, waiting for revised drawings
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
942 Wollaston Street	Delegated Development Variance Permit	Accessory building, increase height, reduce setback	Approved by Director
889 Tillicum Road	Delegated Development Permit	SSMFH 4-dwellings	Application being processed, waiting for revised drawings
891 Tillicum Road	Delegated Development Permit	SSMFH 4-dwellings	Application being processed, waiting for revised drawings
870 Lampson Street	Delegated Development Permit	SSMFH adding duplex to rear yard (three units total)	Approved by Director
527 Lampson Street	Delegated Development Permit	SSMFH 3-dwellings	Approved by Director
527 Lampson Street	Development Variance Permit	Reduction in front and side setbacks, reduction in drive aisle width for 3-unit SSMFH	Approved by Council
1050 Dunsmuir Street	Delegated Development Permit	SSMFH 3-dwellings	Approved by Director
1050 Dunsmuir Street	Development Variance Permit	Reduction in front and side setbacks, reduction in drive aisle width for 3-unit SSMFH	Approved by Council
500 Admirals Road	Delegated Development Variance Permit	Increasing lot coverage for addition	Approved by Director

622 Admirals Road	Development Variance Permit	To allow wall sign to face side lot line	Approved by Council
301-503 Park Place	Development Variance Permit	To allow window signs on third floor	Approved by Council

### HERITAGE ALTERATION PERMIT

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

429 Lampson Street	Subdivision	Subdivision to create two lots – one commercial (boutique hotel and spa) and one multi-family residential	Approved by Approving Officer
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 withdrawn after changing to SSMFH approach
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## Building Stats- Jan 1- Apr 30, 2026

Permit Type Issued	Comparable		Current Year		2024
	2025 - 1st Period		2026 - 1st Period		
	No.	Value (\$)	No.	Value (\$)	No.
Commercial	1	\$600,000.00	3	\$772,000.00	3
Commercial-Demolition					
Industrial					
Institutional					
Duplex- Demolition					
Duplex Alterations / Additions			2	\$93,000.00	2
Duplex New					
Single Family New			1	\$430,000.00	1
Single Family Alterations	6	\$219,173.00	7	\$368,000.00	7
Single Family Additions	2	\$800,000.00	1	\$150,000.00	1
Single Family Accessory					
Single Family Accessory- Demo					
Single Family Demolitions	1	\$1,000.00	2	\$2,000.00	2
Multiple Family New	2	\$2,450,000.00	4	\$5,000,000.00	4
Multiple Family Alterations	2	\$305,000.00	2	\$131,000.00	2
Multiple Family Demolitions	1				
Sign Permit			1	\$27,261.66	1
Miscellaneous (Chimney/Insert)					
*Plumbing Permits	29		26		26
<b>Total Permits Issued</b>	<b>44</b>	<b>\$4,376,173.00</b>	<b>49</b>	<b>\$6,973,261.66</b>	<b>49</b>
<b>Building Permit Fees Collected</b>		<b>\$53,766.65</b>		<b>\$70,924.45</b>	

### Permits issued over \$250,000.00

**Commercial** - BP014713 - 301-503 Park Pl

**Residential SFD - New** BP014688 -  
613 Bryden Crt

**Residential MFD - New**  
BP14680- 1056 Dunsmuir Rd BP014681-  
1050 Dunsmuir Rd BP014655 - 525  
Paradise St BP014683 - 809 Intervale  
Ave

<b>Current Year</b>
<b>Total for Year</b>
<b>Value (\$)</b>
\$772,000.00
\$93,000.00
\$430,000.00
\$368,000.00
\$150,000.00
\$2,000.00
\$5,000,000.00
\$131,000.00
\$27,261.66
<b>\$6,973,261.66</b>
<b>\$70,924.45</b>



# CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

## Staff Report

File #:26-201

### PERIOD REPORT

**DATE:** May 25, 2026

Report No. EPW-26-003

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

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

**SUBJECT:** Engineering & Public Works Departments - 2026 First Period Report

The following is a report on the activities pertaining to the Engineering & Public Works Departments from January 1, 2026 to April 30, 2026.

#### I. DIVISION ACHIEVEMENTS AND ACTIVITIES

##### 1. Sanitary Sewer

- 4 new service laterals installed this period (4 total for the year).
- 10 service laterals replaced (due to blockages) this period (10 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.
- 0 overflow events occurred in the first period (0 total for the year).

##### 3. Storm Drains

- 4 new service laterals installed this period (4 total for the year).
- 4 service laterals replaced (due to blockages) this period (4 total for the year).
- Test and clear inspections as and when required.
- 0 new manholes installed this period (0 total for the year).
- 1 catch basin replaced this period (1 total for the year).
- 0 new catch basins installed this period (0 total for the year).

##### 4. Liquid Waste Management Plan

- Participated on the Esquimalt Liaison Committee with community group representatives

and CRD staff regarding the Sewer Treatment Plant. There are now two meetings per year, along with two email updates by the CRD. The 2026 meetings are in March 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 continuing throughout 2026.

## 5. Roads

- Pothole repairs being carried out as required.
- Painting of curbs, driveway tips, crosswalks and stop bars started in the first period and will continue in the second period.
- Centre line painting on roads will occur in the second period.
- Crack sealing will occur in the second period.
- Major repair/minor capital works to begin in the second period with several locations requiring repairs via asphalt removal and replacement.
- Approximately 133.80 tonnes of asphalt placed for the first period (133.80 tonnes total for the year).

## 6. Traffic Management

- The traffic signal and crosswalk inspections was completed by a contractor in the third period of 2025. Staff received the review summary in the first period of 2026 and have identified required maintenance/replacements initiatives for 2026. Several of the deficiencies were resolved through Esquimalt Road - Phase 1 works.
- Traffic Calming planning for 2026 was completed in the first period with the following projects identified for implementation in the second and third periods:
  - Proposed Speed Humps:
    - (1) 1198 Old Esquimalt Road
    - (4) Colville Road between Lampson and Carrie
    - (2) Carrie Street between Colville and Ellery
  - Corridor Traffic Calming
    - Selkirk Avenue has been identified as a priority location due to elevated traffic volumes/speeds. Further engagement with residents will occur in the second period with staff reporting back to Council in the second period.
- As a part of the lower posted speed limits, staff are reviewing the sizing, application and condition of traffic signage in the Township. Staff will look to reduce sign clutter where warranted.

## 7. Sidewalk Maintenance

- Carried out surface restoration for third parties.
- Approximately 16.6 cubic meters of concrete (includes curb and gutter and sidewalk panels) was placed in the third period (16.6 cubic meters total for the year).
- Approximately 62 linear meters was replaced in the first period (62 linear meters total for the year).
- Approximately 43 linear meters of new sidewalk installed in the first period (43 linear meters total for the year).

## 8. Sidewalk Ramps

- 2026 location(s) for annual accessibility improvements will be identified in the second period.

## 9. Trip Hazards

- As per Council Policy PLAN-17 Sidewalk Maintenance, trip hazard inspection is scheduled for the southern section of the Township in 2026 as part of the 3-year review cycle.
- Work completed:
  - 31 - No.1 trip hazards completed this period (31 for the year).
  - 0 - No. 2 trip hazards completed this period (0 for the year).
  - 0 - No. 3 trip hazards completed this period (0 for the year).

## 10. Bus Shelters

- Maintenance is ongoing, including refuse collection and graffiti removal.
- Graffiti removal continues at bus shelters, as resources allow.
- 4 bus shelters were cleaned in the first period of 2026.

## 11. Solid Waste Management

### *Garbage and Kitchen Scraps Collection*

- Operations normal.
- Number of additional garbage and organics bins purchased to the end of period = 22 (total additional bins purchased since 2014 = 609).
- Tonnage of garbage waste stream collected for period = 366.28 (total for the year = 366.28).
- Tonnage of kitchen scraps stream collected for period = 160.15 (total for the year = 160.15).
- Tonnage for garbage and kitchen scraps streams for the year = 526.43 (total for same period 2025 = 499.28).
- Garbage bins from initial 2014 program rollout are failing. Purchase of new waste bins to occur in the second period.

### *Yard and Garden*

- Usage of transfer station during period:
  - Esquimalt residents = 3,732 (3,732 total for the year).
  - View Royal residents = 3,145 (3,145 total for the year).
  - Commercial = 11 (11 total for the year).
  - Tonnage removed from site = 433.04 (433.04 total for the year).
  - Tonnage removed in 2025 first period = 427.74 (total for 2025 = 1,649.92).

### *Recycling*

- Operations normal for first period.
- Staff preparing a new contract for tender in 2026 for municipal facilities.

## 12. Fleet

- Operations normal.
- Request for Proposal (RFP) for EV charging and electrical infrastructure at the Public Works Yard issued on April 24, 2026. RFP submissions close on May 14, 2026.
- Procured vehicles in progress:
  - 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 = 3 (total for the year = 3).
- Work orders issued for asphalt/sidewalk repairs following work by other utilities for the period = 6 (total for the year = 6).
- Work orders issued for new sanitary and storm services to accommodate new development in the period = 5 (total for the year = 5).
- Work orders issued for new curb/gutter/sidewalk in preparation for new development in the period = 2 (total for the year = 2).
- Work orders issued to cap sanitary and storm services in preparation for new development in the period = 1 (total for the year = 1).

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

- Number of Calls for Service assigned to Public Works this period = 408; compared with 392 in the same period of 2025 (total for 2026 = 408).
- Number of Calls for Service completed by Public Works this period = 385; compared with 377 in the same period of 2025 (total for 2026 = 385).

### **15.00. Capital Projects**

#### **15.01. Bi-Annual Traffic Counts**

- Bi-annual traffic counts at 33 historic locations to be completed in the third period of 2026.

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

- The Township relies on CRD's SCADA system for sanitary sewer pump station monitoring. A review and formalized agreement with CRD on this system is required. Staff expect to meet with the CRD to discuss updating the SCADA system in 2026.

#### **15.03. Coastal Infrastructure Management**

- No actions completed in this period. A review on priority structures is expected in 2026.

#### **15.04. Westbay Walkway Design**

- The wooden structure is showing its age and requires increased maintenance.
- In coordination with the Parks Department, staff developed a scope of work in the third period of 2026 for a structural assessment of the walkway to identify recommendations for maintenance and capital repairs. The assessment is expected to occur in the second period of 2026.

### 15.05. 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 2026 budget process, a Project Manager was approved with one of the projects they will work on being the actions in the Parking Action Plan, starting with transitioning Residential Parking to Permit Parking. The position was posted in the first period of 2026, with the hiring process and onboarding expected in the second period. A review of the current Residential Parking locations and exploration of a Permit Parking program is expected to begin in the third period.

### 15.06. Street Light Replacement Program

- Staff work with a consultant to calculate required lighting levels when each light is installed. For 2026 the following upgrades have been identified:
  - 32 standard LED replacements are expected
  - 28 ornamental LED replacements are expected
  - 7 new street light locations are being identified
- No new purple lights have been identified in the first period of 2026. Staff will complete a Township wide review in the third period of 2026 to identify any further deficient lights.

### 15.07. Active Transportation Network Plan Implementation

- Pedestrian Facilities:
  - Staff have retained a civil consultant in the first period of 2026 to refine and finalize the design to establish a sidewalk connection between Lyall and Munro on Swinford Street, Heald Avenue and Kinver Street (ATNP Action 1D). Staff anticipate tendering the project in the second period of 2026 with construction commencing in the same period.
- Cycling Facilities:
  - Bike/Scooters traffic counts on Tillicum Rd south of Gorge Point Park are as follows:
    - First Period of 2025: 28,776; 94% bikes and 6% scooters.
    - First Period of 2026: 38,472; 93% bikes and 7% scooters.
  - Bike/Scooters Traffic counter was installed on Esquimalt Road at Dunsmuir in early March 2026.
  - Esquimalt Road Phase 1 - Dominion to Joffre - Active Transportation Improvements
    - Construction is primarily complete, with the corridor open for use and substantial completion is expected in the second period of 2026.
  - Esquimalt Road Phase 2 - Joffre to Canteen - Active Transportation Improvements
    - Staff received 60% designs and completed detailed design engagement on Phase 2 in the first period of 2026. Following the review of the What We Heard Report on May 4, Council directed staff to proceed with detailed design and tendering, which is anticipated in the second period of 2026.
- Complete Street, Complete Intersections:

- Esquimalt and Dunsmuir Intersection Review (ATNP Action 3B)
  - Project complete
- Craigflower Crossing Improvements (ATNP Action 3C)
  - Project complete
- Devonshire/Fairview (ATNP Action 3D)
  - A change in right of way to establish a four-way stop at this intersection is warranted, with new signage expected in the second period of 2026.
  - Implementation procedures, coordination and communications will be in place prior to the change taking place.
- Lower Speeds (ATNP Action 3M):
  - Staff continue to monitor speeds within the Township and utilize the annual traffic calming budget to identify/implement temporary and permanent improvements.

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

- In coordination with VicPD, an ETAG kickoff event took place in the second period of 2025. Interested volunteers registered with Public Works and were provided paint kits to paint over graffiti.
- To date, two volunteers have formally registered with Public Works and four paint kits have been provided.
- Staff are working with VicPD to schedule another ETAG event in the second period of 2026.
- 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.

#### **15.09. Sewer and Drain Capital / I&I**

- Uganda Pump Station Upgrades began in the first period of 2026 with the new pumps being successfully installed. Electrical and controller upgrades will occur in the second period of 2026 with the backup generator scheduled to be installed in the third period of 2026.
- Failure of a storm sewer main underneath the E&N Railway caused flooding in the first period of 2026. Public Works has been managing water using vacuum trucks and bypass pumping. A detailed design was finished and tendering started in the first period for the replacement of the failed sewer main. Construction is anticipated in the summer and requires coordination with the CRD, Island Corridor Foundation, and Esquimalt Graving Dock.

#### **15.10. 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.

#### **15.11. 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. Flow monitoring, model calibration and analysis, and a water quality review at the

outfalls finished in the first period of 2026. Pipe condition to be integrated with network capacity to determine project prioritization and overall network assessment in the second period. This project is anticipated to finish in the second period.

#### **15.12. Facilities Asset Management Plan**

- This project is to develop an overall asset management plan for municipal facilities. Work is well underway on the project with a consultant to build off the building condition assessments completed in 2025. This project is anticipated to finish in the second period of 2026.

#### **15.13. Pavement Condition Assessment & Management Plan**

- The final pavement management plan was presented to Council in the first period as part of the Capital Program Update. Implementation of the plan to continue on an ongoing basis.

#### **16.0 Traffic Orders**

- Number of Traffic Orders issued this period = 2; compared with 1 in the same period in 2025 (total for 2026 = 2).

#### **17.0. Development Applications**

- Number of development applications for Engineering comments this period = 18; compared with 16 in the same period in 2025 (total in 2026 = 18). This number includes rezoning and subdivision applications.
- Number of building permit applications for Engineering comments this period = 49; compared with 15 in the same period in 2025 (total in 2026 = 49). 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 #:26-197

### PERIOD REPORT

**DATE:** May 25, 2026

Report No. FIN-26-012

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

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

**SUBJECT:** Financial Services and IT Departments - 2026 First Period Report

The following is a report on the activities pertaining to the Financial Services and IT Departments from January 1, 2026 to April 30, 2026.

#### I. DIVISION ACHIEVEMENTS AND ACTIVITIES

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

- Executed the various components of the annual financial plan and tax rate process utilizing an amended timeline and meeting schedule. This included: (i) presentations to provide a budget overview, outline the various cost drivers, and alternatives for reducing the initial budget increase; (ii) a long-term capital program presentation; (iii) the creation of a draft financial plan based on departmental submissions and Council direction; and (iv) the development and presentation of tax rate scenarios and their impact based on the various discussions and Council direction.
- Prepared documentation, year end reconciliations and draft financial statements to facilitate the annual audit required by legislation.
- Reviewed financial information and the proposed budget in preparation for the annual general meeting related to the strata building where the Esquimalt Library is situated.

##### 2. Risk Management

- Completed a Cyber Security Assessment through our third party insurance provider. The results were positive with the Township scoring 89% overall, including 97% on infrastructure and 100% on data security. They advised us that the Township should be proud of the results, and they rarely see scores this high, especially within municipalities. Staff are reviewing the recommendations which are intended to increase the Township's security.
- Renewed the Township's property, fleet and cyber security insurance for the 2026 fiscal year. The property and cyber coverage were secured through the Municipal Insurance Association while fleet insurance is managed by AON.

##### 3. Information Technology

- Closed help desk tickets increased by 9% (2026: 695 vs 2025: 639). While no clear cause for the increase was identified, the parks and finance departments had a higher than normal volume.
- An Artificial Intelligence (AI) Policy was drafted and reviewed by senior management. Township directors and managers are now testing the approved internal platform.
- The primary power supply in the Township's main server room was improved to provide additional uptime for the server infrastructure in the event of a power outage. This move was made to replace older battery units with a focus on mitigating the risk of any data loss.

## **II. COMMITTEES**

- Previously the Financial Services department was responsible for coordinating a meeting to review local grant applications. This responsibility has now been transferred to the Manager of Economic Development.



# CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

## Staff Report

File #:26-194

### PERIOD REPORT

**DATE:** May 25, 2026

Report No. FIRE-26-003

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

**FROM:** Matt Furlot, Fire Chief

**SUBJECT:** Fire Department & Emergency Management Program - 2026 First Period Report

The following is a report on the activities pertaining to the Fire Department and the Emergency Management Program from January 1, 2026 to April 30, 2026.

#### I. FIRE DEPARTMENT DIVISION ACHIEVEMENTS AND ACTIVITIES

##### 1. OPERATIONS

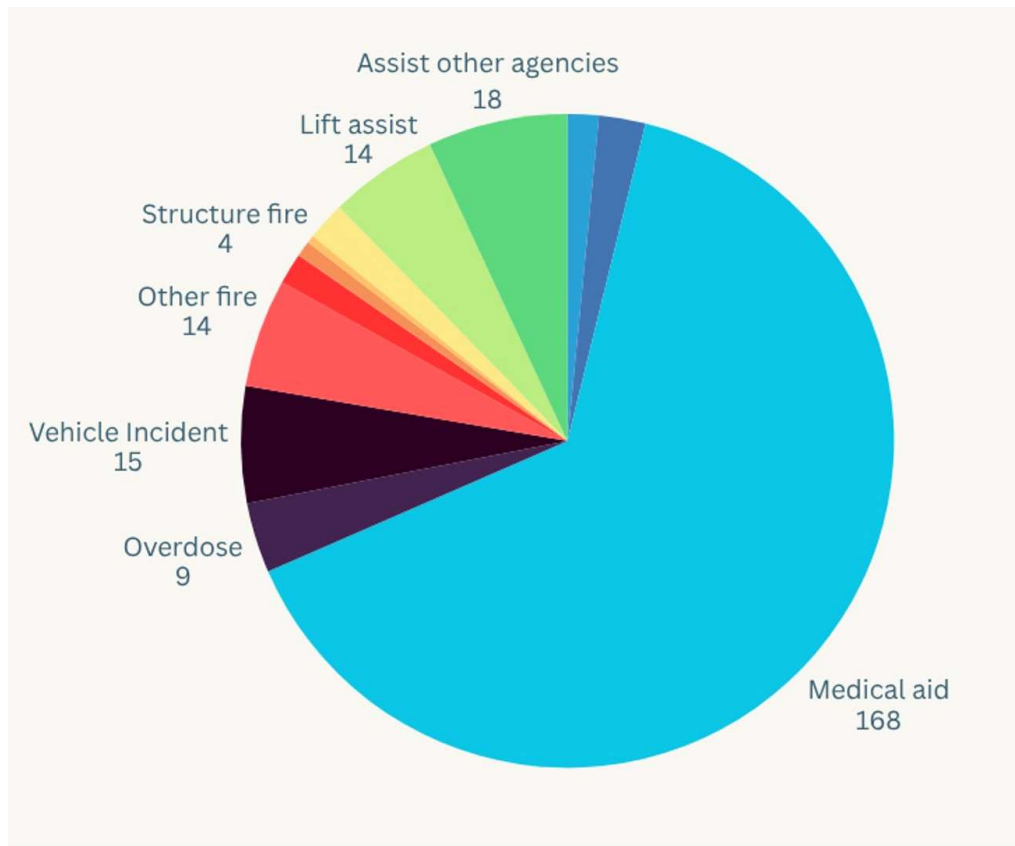
During this reporting period, Esquimalt Fire Rescue Services continued to respond to a wide range of emergency incidents while maintaining operational readiness through training, equipment upgrades, and staffing development. Call volumes remain consistent with projected trends. The data for this period, along with comparisons to the last period and the same period last year, is summarized below:

Emergency Response	This Period	Last Period	Last Year	Routine Activities	This Period	Last Period	Last Year
Alarm calls	41	84	54	Lift assist	14	13	78
Burning complaint	4	2	18	Assist other agencies	18	16	9
Hazardous material	6	6	5	Oil tank inspections	6	10	8
Medical aid	168	190	181	New building plan review	2	3	1
Overdose	9	5	10	Public ed. / hall tour	9	6	9
Vehicle Incident	15	19	10	Fire investigations	1	2	6
Other fire	14	8	11	Business licenses	77	51	67
Structure fire	4	11	10	Car seat inspection	7	13	5
Natural gas leak	2	4	2	Fire Safety Plan Review	12	3	3
Vehicle fire	1	1	4	Life Safety Inspections	132	209	293
Brush fire	5	3	9	Re-Inspections	64	21	2

*Increased / Decreased relative to Last Period*

Notably, Life Safety Inspections are significantly down, reflecting ongoing capacity challenges and

the need to prioritize higher-risk premises and follow-up re-inspections to achieve compliance, in alignment with expectations through the Office of the Fire Commissioner and statutory requirements under the *Fire Safety Act*.



## 2. COMMUNITY SERVICES

Esquimalt Fire Rescue Services (EFRS) continues to be actively engaged in the community through public education, safety initiatives, and participation in local events.

During this period, community engagement and public education efforts included:

- Hall Tours: Ongoing station tours were provided to members of the public, schools, and community groups, supporting fire safety awareness and engagement.
- Car Seat Inspections: Firefighters provided child car seat inspections and installation to support injury prevention and safe transportation practices.
- Senior Safety Presentations: Two senior safety presentations were delivered, one in collaboration with Victoria Police Department, focusing on safety, awareness, and prevention strategies.
- Pink Shirt Day: Members participated in two events, including Esquimalt High School and a Township-wide initiative with staff and VicPD, supporting anti-bullying awareness and positive

community culture.

- Wounded Warriors Support: Continued support of initiatives that raise awareness for mental health challenges faced by first responders and military personnel.
- School Academy: Ongoing engagement with youth through fire service exposure and education programming during this 5-day camp.
- Lions Easter Event: Participation in this community event supported family engagement and public interaction.
- 5km Fun Run: Members supported this event promoting health, wellness, and community connection.
- HMCS Esquimalt Memorial: Participation in this important commemorative event.
- School District 61 Career Fair: Engagement with students to promote fire service careers and provide insight into recruitment and training pathways.

### 3. **DEPARTMENT SERVICES**

#### **Fire Prevention**

Fire prevention activities experienced a slower start to the period as a new approach was being planned and frame worked. Inspections are now focussed on higher fire and life safety risk premises with the intent to re-inspect and ensure compliance. Capacity still remains an issue for prevention services, and although this new approach is more in alignment with statutory requirements under the *Fire Safety Act*, the department is falling short of its statutory requirement.

Business license inspections continue to be prioritized, although capacity constraints have at times impacted application processing timelines. The department has leveraged administrative support to assist with service delivery and help improve turnaround times where possible.

Occupancy inspections and fire safety plan reviews have continued as new developments come online.

#### **Fleet, Facilities & Equipment**

From a fleet, facilities, and equipment perspective, several key advancements were made:

- The new Light Rescue has been placed into service, enhancing response capability for technical rescue and medical incidents.
- New high-rise equipment has been received and will be placed into service upon completion of training to ensure safe and effective use.

#### **Training Initiatives**

Training continues to be a priority for EFRS, supporting operational readiness, firefighter safety, and service delivery.

Key training initiatives included:

- Digital Vehicle Repeater System (DVRS) training in collaboration with Saanich Fire Department
- Probationary testing
- Confined Space Rescue training
- Incident Report writing training for Company Officers
- Search and Rescue training
- De-escalation training in collaboration with Victoria Police Department
- Regional Hazardous Materials training
- Internal High-Rise Working Group development of lesson plans and training rollout
- Fire Ground Survival training
- Incident Command training
- Emergency Scene Management training
- Emergency Operations Centre (EOC) Introductory and Refresher training
- Annual Chainsaw Instructor-led training
- 

Training Hours in this Period	
Combined Training Hours	2,624 hrs.
Total Staff Trained	32 Suppression Firefighters

Office of the Fire Commissioner *Minimum Firefighter Training Standards* ongoing training

#### 4. **PUBLIC SAFETY BUILDING**

The Public Safety Building project continues to progress well and remains on strong financial and operational footing.

- Roofing and building enclosure are now complete, interior rough-ins are underway, and insulation installation has begun on Level 3, consistent with forecasted timelines.
- The project site has operated incident-free during this reporting period, with no injuries or lost-time events.
- Financially, the project remains well-positioned. No new tariff-related costs have been incurred, and the project has avoided inflationary impacts associated with international pressures. A strong contingency remains in place, and change orders to date are low relative to the stage and scale of the project. Overall expenditures remain aligned with budget

expectations.

- Supply chain disruptions were encountered due to insolvency of the apparatus bay door and appliance suppliers. These challenges were mitigated through alternate sourcing without negative impact to schedule or cost. Notably, replacement bay doors are Canadian-manufactured, offer improved performance, and are anticipated to provide cost savings.
- A formal schedule extension has been applied, adjusting the projected completion date from October 16, 2026 to January 13, 2027. This reflects previously identified delays. The contractor continues to accelerate work where possible and maintain progress toward key milestones.
- Work is underway to incorporate Indigenous and public artwork into the facility. While still in development, this initiative has the potential to become a significant and meaningful feature of the project.

## 5. COMMITMENT TO REGIONAL COOPERATION

EFRS continues to support and participate in regional collaboration to strengthen emergency response capabilities and interoperability.

- Ongoing collaboration with regional partners to support training, communications, and coordinated emergency response.
- Participation in joint training initiatives, including DVRS implementation and regional Hazardous Materials training.
- Continued development of high-rise operational consistency through internal and regional working group efforts.
- The Fire Chief continues to Chair the Capital Regional Fire Chief's Association quarterly meetings, supporting collaboration of our 13 regional fire departments.

## 6. COMMITTEES

Esquimalt Fire Rescue Services members continue to contribute to local, regional, and provincial initiatives through participation on committees and associations, supporting leadership, training, and operational excellence across the fire service:

- **Capital Region Fire Chiefs' Association** (Chair: F/C Furlot)
- **Greater Vancouver Fire Chief's Association**
  - 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)
  - Education Committee (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**

#### **Partners & Collaboration:**

- Ongoing participation in regional working group for Indigenous Engagement Requirements.
- Ongoing participation in Local Government Emergency Partnership Advisory Committee.
- Ongoing participation in Regional Emergency Management Partnership.
- Ongoing participation in Regional Emergency Coordination Advisory Commission.
- Participation in workshop for cultivating culturally safe spaces (as part of the Indigenous Engagement Requirements project).

#### **Grants:**

- Applied for UBCM EOC Exercise & Training Grant to support IT equipment for the new Public Safety Building.
- Applied for UBCM Indigenous Cultural Safety & Cultural Humility Training grant to support staff and volunteer training.

### **2. Emergency Support Services (ESS)**

#### **Training, Exercises & Capacity Building:**

- Volunteers completed Group Lodging set-up exercises in accordance with the Group Lodging Plan, supported by Oak Bay volunteers.
- Ongoing monthly training sessions completed by ESS volunteers.

#### **Operational Readiness Plans & Tools:**

- Volunteers are leading ESS vendor supplier agreement renewals, ensuring Esquimalt-based businesses and service providers are informed about the ESS program and enrolled to support response operations.

#### **Strategic Projects:**

- Distributed new logo-branded clothing to volunteers as part of a successful ESS grant application.

### **3. Resilient Community Program (Formerly NEPP) Training, Exercises & Capacity Building:**

- Attended Wildfire Resiliency & Training Summit in Victoria to build understanding of the FireSmart program.

**Partners & Collaboration:**

- Ongoing participation in Greater Victoria Community FireSmart & Resiliency Collaborative.
- Participation in Regional Tsunami Risk Forum.

**Community Engagement & Public Engagement:**

- Developed and shared social media content focused on emergency preparedness and Tsunami Week.

**Strategic Projects:**

- Advancing hiring of a FireSmart Coordinator through the UBCM Community Resiliency Investment grant.
- Supporting Blackwell Consultant in development of the Community Wildfire Risk Plan, funded through the UBCM Community Resiliency Investment grant.

#### 4. Emergency Radio Communications

Effective radio communications are critical for coordinating emergency response efforts, and the department continues to prioritize regular training and equipment maintenance.

**Training, Exercises & Capacity Building:**

- Fire Department staff completed Introduction to Emergency Operations Centre (EOC) training.
- Participated in exercise design working group and delivery of the Capital Regional Emergency Program Coordination & Communications Plan 2026 exercise.
- Provided training to members of the Emergency Management Committee.



# CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

## Staff Report

File #:26-208

### PERIOD REPORT

**DATE:** May 14, 2026

Report No. ADM-26-025

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

**FROM:** Mark Jeckway, Senior Human Resources Manager

**SUBJECT:** Human Resources - 2026 First Period Report

The following is a report on the activities pertaining to the Human Resources from January 1, 2026 to April 30, 2026.

#### I. DIVISION ACHIEVEMENTS AND ACTIVITIES

##### 1. Labour Relations

- Successfully completed collective bargaining with the Township's largest Union, CUPE 374, with a newly ratified Collective Agreement in place for a 3-year term (January 1, 2025 - December 31, 2027).
- As the Township is no longer a member of the Greater Victoria Labour Relations Association, an updated process was presented to Council for the completion and signatories of the ratified collective agreement.
- Preparations for IAFF bargaining, which will commence in June 2026, have started.

##### 2. Occupational Health and Safety

- A review of the Joint Occupational Health and Safety Committees, including an enhanced inspection schedule, review of terms of reference and audit to ensure legislative compliance was completed.
- A reduction of 44% in WorkSafe claims from the same reporting period year over year.
- A reduction of 52% in workdays lost due to WorkSafe injury from the same reporting period year over year.

##### 3. Staffing

- The Township had a total of 21 staffing competitions this period, with a completion rate of 86% for filling these positions.

The completion percentage is an important metric to track the quality of the recruitment and staffing process, trends in the Township attracting talent, and current market analysis of the overall job market. The vast majority of positions unfilled were Auxiliary roles.

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**File #:26-208**

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# CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

## Staff Report

File #:26-202

### PERIOD REPORT

**DATE:** May 26 2026

Report No. P&R-26-007

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

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

**SUBJECT:** Parks and Recreation Services- 2026 Period Report

The following is a report on the activities pertaining to the Parks and Recreation Services from January 1, 2026 to April 30, 2026.

#### I. DIVISION ACHIEVEMENTS AND ACTIVITIES

##### 1.Parks

BC Hydro has granted \$10,000 towards our annual tree planting initiative.

##### Publicly owned trees

- Trees pruned - 20
- Trees removed - 9
- Trees planted - Blvd trees - 44
- Natural area trees planted - 7
- Total trees planted - 51

##### Invasive Removal

- General parks maintenance - 55 cubic meters of invasive plants removed from parks - 320 square meters of land were cleared.
- Earth Day - 249 shrubs went into the ground on Earth Day.

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

- Trees approved for removal - 14
- Trees denied for removal - 13
- Trees approved for pruning - 8
- No permit required (not protected tree) - 14
- Number of tree cutting permits waiting for more information or cancelled - 4
- Number of tree permits in progress - 2
- Total tree cutting permits applied for - 33

##### Parks Highlights

- Mulch applied to all major parks (Gorge, Memorial, Saxe, West Bay, Adventure) 160-180 yards of mulch moved.
- All the traffic islands on Esquimalt Rd., Admirals Rd., Craigflower Rd., rain gardens were maintained

- and mulched with wood chips - 40 yards.
- Japanese garden paths renovated and topped up with path mix, Saxe pt. Park trails topped up with path mix.
- Successful Gorge Rhododendron Garden mulching with a group of volunteers - 30 yards of wood chips moved.
- Camosun Student work placement with horticultural department for two weeks.
- Approximately 1,520 bulbs, corms and rhizomes are planted for summer and fall displays.
- Playground with new woodchips added:
  - Memorial - 90 yards
  - Lampson - 60 yards
  - Gorge - 20 yards
- Esquimalt welcome sign refurbished Craigflower and Admirals.
- 20 blocks of curb clearing for painting.
- Bench pads + 2 new picnic tables at Denniston.
- New post installed and painted at Forshaw plus new bench.
- All pathways at Japanese gardens at Gorge Park topped up and leveled.
- All grass areas fertilized for spring.
- Final grades on new pathway at Lampson Forest.

### **Park Bookings**

- Saxe Point Park - 5 weddings.
- Esquimalt Gorge Park - 2 (1 picnic & 1 wedding).
- Macaulay Point Park - 1 (filming).
- Bullen Park - 17 (Gorge soccer, Victoria Slo Pitch).
- École Brodeur - 28 (Youth and Adult Soccer Club).
- Anderson Park - Community Garden.
- Highrock Park - 1 (1 special event).
- Memorial Park - 9 (Farmers Market, Picnics, DND Memorial Service).
- Lampson Park - 54 (53 Lions Minor Baseball 1 Central Saanich).

### **Gorge Park Pavilion**

- There were 281 bookings at the Gorge Park Pavilion in this reporting period compared to 266 bookings for the same period last year.
- The Township Community Arts Council Hosted Sculpture Splash at the Gorge Park Pavilion on April 17 - April 19, 2026. This event showcased a variety of art pieces in collaboration with the Vancouver Island Sculptors Guide that brought inspiring 3-D works from Vancouver Island artists.

## **2. Maintenance**

### **Sports Centre**

- Curling ice was removed on March 16<sup>th</sup>.
- Hockey ice was removed on April 7<sup>th</sup>.
- Serviced all air handling units throughout the building.
- Pressure washed all outside staircases.
- A new bike shelter installed.
- All storage rooms were tidied and reorganized.
- All event equipment was set up, cleaned, dried, and put away into storage for the upcoming event season.
- The maintenance team set up and provided ongoing support to multiple community events.

### **Recreation Centre**

- Serviced all air handling units throughout the building.
- All tile floors were thoroughly cleaned and waxed.

- All epoxy floors and the Jubilee Hall floor were scrubbed thoroughly.
- The reception desk safety enclosure project was started and will be completed in May.
- Electrical upgrades were completed in the filter room, including new breakers and plugs.
- Staff began re-upholstering all classroom style chairs.

**Pavilion**

- Serviced all air handling units throughout the building.
- New dimmer switches were installed on all lights in the lower hall.
- Replaced all cedar trim throughout the building.
- Installed ‘wall protection’ plywood in all storage rooms.
- Lower hall partitions walls were steam cleaned.
- All the cloth banquet seats were steam cleaned.
- New kitchen taps were installed.
- Child safety steps were installed in the lower bathrooms.

**3. Recreation Services**

**Fitness and Sports**

- Wellness Centre had 33,027 from Jan 1 - April 30, 2026, compared to 36,202 of last year.
- Drop-in Fitness continued to offer 33 classes per week, there was 8,988 from Jan 1-April 30, 2026, Compared to 8,138 attendees from January- April 2025.
- From January- April 2026, 40 registered fitness classes a week were programmed, with 1,463 registered fitness participants compared to 921 participants in the first period of 2025.
- Adult Drop-in Sports continue to be popular, with almost all sessions fully booked. During the first period, there were 3,027 drop-in sports spots filled compared to 2,665 in the same period last year.
- New Personal Training Clients up to 43 new clients.
- 25 people participated in the 60 Day Challenge which went with a more virtual challenge in 2026.
- The 17th Annual Esquimalt 5km had 341 participants and 244 Kids in the 1km Fun Run, compared to 432 and 244 in the 1km of 2025. This year the date was later than normal due to Easter break, there were also other local races happening the same day. Participants engaged in a variety of pre and post run activities and received great support from local businesses.

**Aquatics**

- A service level of 119 weekly hours of operation was maintained in the pool. This was the same service level in 2024 and 2025.
- 13 lifesavings, lifeguarding and swim instructor training courses included 119 registered participants, compared to 9 courses included 104 registered participants during the same period in 2025.
- 20 water fit classes were offered per week with an average of 30 participants compared to 20 water fit classes per week with an average of 29 participants during the same period in 2025.
- Hired 8 new Aquatic staff which increases the team to 81 staff
- Ran 39 registered private lessons with 59 participants compared to 64 participants in the same period in 2025.
- Ran 191 community lessons with 892 participants in 2026 compared to 190 community lessons run with 898 participants in the same period in 2025.

**Memberships/Swim Shop Sales/Drop-in Admissions/Registrations**

	Child/Youth	Student	Adult	Senior	Family
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**File #:26-202**

Jan-April	2026	2025	2026	2025	2026	2025	2026	2025	2026	2025
1 Month	36	43	41	43	251	170	65	66	1	3
3 Month	26	19	41	35	187	242	90	96	5	11
6 Month	9	10	11	10	56	59	31	32	8	8
1 Year	13	15	16	20	153	153	167	154	27	35
10 Admissions	59	49	47	48	513	459	341	300	12	17
25 Admissions	6	7	16	16	124	119	216	178	1	1
<b>Total Sold</b>	<b>149</b>	143	<b>172</b>	172	<b>1,284</b>	1202	<b>910</b>	826	<b>54</b>	75
<b>Total scans</b>	<b>3,018</b>	2,952	<b>3,819</b>	3,619	<b>28,444</b>	27,039	<b>32,527</b>	30,664	<b>4,024</b>	5,237

<b>Total Memberships sold</b>	<b>2026: 2,426</b>	2025: 2,414
<b>Total Membership scans</b>	<b>2026: 71,832</b>	2025: 69,511

	2026	2025
Regional memberships sold	37	55
Regional memberships scans	3426	3017
Products sold (goggles, swim caps, towels etc)	708	694
Single admissions sold	34,322	35,290
Number of program registrations	6356	7400

**Marketing**

- Esquimalt Parks & Recreation social media platforms continue to have a strong following with 8,081 on Facebook (up from 7,520 last period), 3,238 on Instagram (down from 2,855 last period), and 4,041 on X (down from 4,094 last period).
- Our Facebook followers are up 41.2% and our Instagram interactions are up 8.7%
- The use of the website has been successful, and the Parks & Recreation section continues to be the most predominantly viewed content.

**Facility Rentals**

- 350 contracts were issued for rentals at the Esquimalt Recreation Centre compared to 385 for the same period last year.
- 390 contracts were issued for rentals at the Archie Browning Sports Centre compared to 283 last year.

**Preschool - Children and Youth Services**

- Our Licensed Preschool M/W/F program ran with 16/16 spaces filled.
- Nature Preschool program ran Tue/Thu with 13/14 spots fill up from 6 spots filled in 2025.
- Music Together ran at full capacity with 36/36 participants.
- Our new Whisk it Up: Youth Baking Class ran at 12/12 participants.
- We increased our youth leadership program by offering a year-long program that runs once a month. The year-long leadership course is running at capacity (15 youth).
- Added a new program called Community Kids Night, which was well attended each week with an average of 9 kids each Friday.

### **Licensed Out of School Care**

- Before School Care had 50/78 participants compared to 49/78 last year.
- After School Care remains at capacity with 79 participants, with a significant waitlist by the end of April 2026.
- Our early dismissal day on April 30th had 37/40 participants.
- Our Pro-D Day on Jan 26 had 36/40 participants and our Pro-D Day on Feb 13 had 31/40 participants.

### **Spring Break Camps**

- We offered 8 of our own camps (4 per week). Each camp ran at capacity providing care to 160 participants.
- We had 80/80 participants in our licensed camps (2 each week). This is compared to 74/80 last year.
- We had 80/80 participants in our playground camps (2 each week). This is compared to 76/80 last year.
- The Esquimalt Youth Leadership program ran the 2nd week of Spring Break. The program ran at full capacity with 15/15 participants.

### **Teen Centre Programs**

- Tuesday LGBTQIA2S+ program saw a weekly increase to 20 this year compared to 12 last year.
- Raven's Club was moved back to Rock Heights Middle School this year. This program averaged 19 participants each week compared to 4 during this period last year.
- Thursday Teen Nights: 30 participants compared to 27 last year.
- Friday Teen Nights: 84 participants compared to 67 last year.
- Saturday Teen Nights: 60 participants compared to 69 last year.
- New drop-in lunch programs were offered to L'Ecole Victor Brodeur students. The programs made use of their school space and provided:
  - Tuesday (soccer): average of 18 participants
  - Wednesday (board games): average of 7 participants
  - Thursday (dodgeball): average of 16 participants

### **Sports**

- MIJO Taekwondo ran 13 programs a week compared to 7 last year.
- Badminton Parent and Kid Shuttle Time ran with 10/22 participants, Youth Upgrade to Competition ran with 21/22 participants, Intermediate Elite and Adult Performance ran with 17/22.
- KATS Tennis ran a 9-11 yrs program with 16/16 participants and a 5-8 yr program with 16/16 participants.
- Play Beyond Expectations ran 1 program a week during this period.
- Soccer 3-5yrs class had 11/12 participants, the 6-8yrs class had 12/12 spots filled the 9-12yr class had 5/12 spots filled all increasing in numbers from last year.
- Vic City Basketball ran 5 programs with 33 participants. This is compared to 26 participants during this period in 2025.
- Island Rhythmic Gymnastics ran with 8/12 spots filled.

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

- We ran another successful Community Volunteer Income Tax Program, with our one volunteer filing taxes for 100 community members, free of charge.
- This winter saw high registration in many new and returning programs, such as:
  - Kids Music Classes: Music Together ran 9 sessions for 106 children and School Age Guitar was full with 10 children registered
  - Kids Cooking ran two sessions with 35 children registered

- Beginner's Watercolour ran two sessions with 16 people registered total
- New Martial Art Shoshinkai laido had 19 participants
- Adult Guitar had 11 participants
- Preschool dance had 8 classes run, with a total of 60 participants
- We ran a variety of one-off painting classes, including Alcohol Ink Plant Pots, Spring Gnomes, and Crushed Glass, Seashells & Resin Art which were popular, with a combined attendance of 51 participants.
- We added a new 50+ Drop-in Program - "500" on Wednesdays and Drop-in Painting began displaying their artwork in the Display Case by the Front Desk of the Recreation Centre.

### **Community Development and Events**

- Our annual Family Day event was held at the Rec Centre & Sports Centre again this year with a free family swim, kinder gym, Family Skate and a BBQ hosted by the Lion's Club. In addition, we hosted 6 community groups that offered information and free activities (Esquimalt Farmers Market, Theatre al Dente, Gorge Waterway Actions Society, VicPD, Steve's Poke Bar). Lila's Events offered facepainting. In addition, we offered a free Family Friendly Music Bingo event in the Jubilee Hall hosted by the Original Music Bingo.
- Around 500 people attended the Family Day Celebration throughout the day with 150 attending the Family friendly Music Bingo.
- The Annual Esquimalt Lions' Easter Egg Hunt returned to Bullen Park and was very well attended with an estimated 1,200 participants throughout the day.
- We hosted our second annual Earth week pop-up series in the Rec Centre and Sports Centre from April 21-24. We partnered with local community groups to offer various recycling stations and activities to help our community members reduce their environmental impact.
  - 14 volunteers removed a 120 square meters of invasive ivy at Saxe Point Park with our Parks Team.
  - \$180 worth of bottles were collected at the Lions' Club bottle drive for the Gorge Waterway Nature House.
  - 540lbs of Electronic Recycling was diverted from the landfill at the ERA recycling station.
  - 232lbs of fiber waste was sent to Debrand for repurposing through the Green Thimble.
  - 5 people learned visible clothing member techniques with the Tsgui Hagi Project.
- The Gigantic Garage Sale returned to Archie Browning Sports center this year in the Curling Rink. We hosted 56 vendors and over 1,000 people attended throughout the day. Country Crepes and the Lions Club joined the event and offered a variety of foods and beverages to patrons. Big Brothers Big Sisters brought their truck to collect donations after the event. There were reduced vendor numbers this year due to the Hockey Arena construction project.
- The Esquimalt Farmers' Market has returned to Memorial Park as of April 2nd and will operate until September 24th. The Gorge Park Market will open on June 15th and continue until Sept 21st.
- During Fraud Prevention Month (Mar 13) we supported the VicPd and Victoria Community Response Network to host info stations and seminars at the Esquimalt Rec Centre. They were joined by Scotiabank and Out Smart the Scammer who helped community members learn how to protect themselves from serious attempts to steal money through fraud and scams.
- Our Social Saturday Lounge events continue to be popular with the 19yrs+ community.
- January: 59 people attended Music Bingo hosted by the Original Music Bingo.
- February: 100 people attended Pub Quiz night with Benji Duke.
- March: 39 people attended the Murder Mystery night with Enigmatic Events.

### **Ice and Arena**

- The Esquimalt Curling Club continued to operate with both men's and women's leagues. This year they ran 9 curling bonspiels that were well attended in both the arena and lounge, this is up from 6 in 2025.

- Our Learn to Skate program continues to grow with 107 participants, compared to 78 in 2025. This includes a full class of 10 participants in our new Adult Group Skating Lessons. We also had 37 participants waitlists for our youth skating lessons.
- Each week we ran 10 public skating sessions, which includes drop-in hockey, Cougars Pond Hockey, adult skates, and public skates that follows the schedule from the previous year. 10 additional skates were held during spring break that were attended by Esquimalt Recreation Spring Break Camps and the public. The drop-in hockey programs including Stick and Puck continue to be well attended.
- The Wednesday and Friday drop-in hockey program continues to have a waitlist. Stick and Puck continued this year to capture youth who may not have access to a general hockey program.
- Cougars pond hockey continues to be popular with the community through our partnership with the Cougars Junior 'A' team.
- Special events like the 'Family Day' and 'Spring Thaw' skates were well attended with over 75 participants at 'Spring Thaw' and over 200 participants at 'Family Day'.
- We continue to engage with the local schools in offering school skates 5 days a week, with 8 different Victoria schools registering.
- The weekend Birthday Party skating rentals continued to be popular on both Saturdays and Sundays, both days often having a waitlist.
- The SD61 Career fair ran in the Curling Arena on April 23. This event hosted 83 different businesses and organizations for youth to come and ask questions and learn about future career paths.

## **II. COMMITTEES**

- The Environmental Parks & Recreation Advisory Committee met on January 28, 2026 and April 22, 2026.



# CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

## Staff Report

File #:26-204

### PERIOD REPORT

**DATE:** May 25, 2026

Report No. SI-26-013

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

**FROM:** Judy Kitts, Director, Strategic Initiatives

**SUBJECT:** Strategic Initiatives - 2026 First Period Report

The following is a report on the activities pertaining to the Department of Strategic Initiatives from January 1, 2026 to April 30, 2026.

*The Department has recently transitioned from Community Safety Services to Strategic Initiatives under a new Director, who joined the Township in August 2025. This newly established department has oversight of bylaw enforcement, the policing model and Framework Agreement with VicPD, economic development, First Nations engagement and reconciliation initiatives, and the Council Priorities Plan process.*

#### **Highlights:**

- Progress is underway on the Gorge Midden interpretive signage project, supporting reconciliation and public education in partnership with Songhees and Xwsepsum Nations.
- Planning and recruitment is in progress for expanded after-hours bylaw enforcement, supporting improved parking and community event enforcement.
- In March 2026, Bylaw had its first adjudication of a disputed bylaw offence in five years.
- Esquimalt Forward, a staff-led strategic plan, is currently underway.
- Memoranda of Understanding with local Nations are in development, currently at the staff drafting stage, and will be presented to Council for review.

#### **Department Activities:**

1. Bylaw Enforcement
  - Bylaw Offence Notices (BONs), Warnings, & Disputes
    - In this period, 75 warnings and 345 BONs were issued.
    - 97% of BONs were related to parking violations.
    - In this period, 21 BONs were disputed. Of those, 12 were cancelled, 7 were upheld for payment, and 2 have not been reviewed.
  - Animal Control

- During this period, VACS investigated 425 incidents.
- During this period, 1314 dog licenses were sold: 521 from Municipal Hall, 244 from vendors and 549 online.
- An Annual Report from VACS is included in Appendix A. As part of the new contract, an annual report will be submitted each January for the preceding year, enabling improved tracking of trends over time.
- Collections
  - Advanced Collection Services has been retained to collect on unpaid BONs on behalf of the Township. No remittances were received in Period 1.
- Adjudication
  - In March 2026, the Township held an adjudication related to Section 26 (Animal Chasing/Harassing) of the Animal Management Bylaw No. 2841.
  - The Disputant requested an adjudication following the Screening Officer's decision to uphold the ticket.
  - The process was supported by the Justice Services Branch of the Ministry of the Attorney General, which provided guidance to the Township throughout the proceeding.
  - A third-party adjudicator presided over the hearing and, following the process, issued a decision to cancel the Bylaw Offence Notice (BON).
- After Hours Enforcement:
  - VicPD continues to provide after-hours bylaw enforcement and is working with the Township to enhance service through clearer metrics and reporting.
  - Per Council direction in March, expanded Saturday parking enforcement and enforcement at community events will begin upon successful recruitment of an auxiliary bylaw officer. Alternative approaches, including a permanent part-time position and contracted service delivery, were considered; however, an auxiliary bylaw officer has been identified as the most appropriate short-term solution. This approach provides flexibility while allowing the Department to assess broader staffing needs through workforce planning and potential budget requests for 2027.

See Appendix A: 2026 Bylaw Report, Period 1.

## 2. First Nations Engagement

- The Township of Esquimalt, CFB Esquimalt, and the Esquimalt Graving Dock are seeking to work collaboratively with Songhees Nation and Xwsepsum Nation on placemaking initiatives in the region. Both Nations have expressed support, and work will begin in June to align projects with their interests and priorities.
- The Mayor and CAO met with Songhees Nation Chief and Council on April 1 to discuss the Gorge Midden, MOU development, placemaking, and relationship building.
- MOUs with both Xwsepsum Nation and Songhees Nation are in development and will be presented to Council for review.
- The Township's Parks and Recreation team attended the Xwsepsum Nation Spring Open House on March 26, sharing with members information about the L.I.F.E program.

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**File #:26-204**

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- The Gorge Midden interpretive signage project is underway, with a working group including Songhees and Xwsepsum representatives guiding content and design.
3. Policing
- On March 17, Council approved the VicPD Police Budget.
  - Collaboration between VicPD's Esquimalt Division and the Township's Bylaw Team is strengthening, with renewed focus on coordinated enforcement, communication, and service delivery.
  - The Township is currently seeking a volunteer to serve as the Municipal Representative on the Victoria Esquimalt Police Board. Applications are open until May 26, 2026.
4. Economic Development
- See Appendix B: Economic Development Period 1 Report.
5. Strategic Initiatives
- A staff-led strategic plan, currently titled Esquimalt Forward, is in development. The plan will identify key initiatives aimed at improving organizational efficiency, strengthening cross-departmental collaboration, and continuous improvement. A workshop with all directors and managers is scheduled for May 19 and will be facilitated by James Ridge Consulting.
  - The CAO and Director of Strategic Initiatives are preparing the Regional Council Orientation in advance of the October 2026 municipal election.

**Attachments:**

1. Appendix A: 2026 Bylaw Report, Period 1
2. Appendix B: Economic Development Period 1 Report

## **Bylaw Enforcement**

**2026 – 1<sup>st</sup> Period**

	2025 1 <sup>st</sup> Period	2026 1 <sup>st</sup> Period	2025 Year to Date	2026 Year to Date
<b>Total Bylaw Contraventions and Complaints Investigated</b>	255	<b>232</b>	255	<b>232</b>
➤ Streets and Traffic	194	<b>163</b>	194	<b>163</b>
➤ General Bylaw Inquiries	16	<b>15</b>	16	<b>15</b>
➤ Maintenance/Nuisance Property/Noise Bylaw	35	<b>40</b>	35	<b>40</b>
➤ Zoning Bylaw	1	<b>7</b>	1	<b>7</b>
➤ Business License	1	<b>1</b>	1	<b>1</b>
➤ Building	1	<b>2</b>	1	<b>2</b>
➤ Animal Control	4	<b>0</b>	4	<b>0</b>
➤ Park Maintenance & Tree Protection	2	<b>4</b>	2	<b>4</b>
➤ Assist Third Party Agencies	1	<b>0</b>	1	<b>0</b>
➤ Secondary Suites	0	<b>0</b>	0	<b>0</b>
<b>Concluded Investigations</b>	228	<b>204</b>	228	<b>204</b>
<b>Active Investigations</b>	27	<b>28</b>	27	<b>28</b>

	2025 1 <sup>st</sup> Period	2026 1 <sup>st</sup> Period	2025 Year to Date	2026 Year to Date
<b>BON's Issued</b>	288	<b>328</b>	288	<b>328</b>
➤ Total Maximum Fine Value	\$ 19,410	<b>\$ 19,075</b>	\$ 19,410	<b>\$ 19,075</b>
➤ Total Paid	\$ 3,570	<b>\$ 4,290</b>	\$ 3,570	<b>\$ 4,290</b>
➤ Total Outstanding	\$ 13,160	<b>\$ 12,725</b>	\$ 13,160	<b>\$ 12,725</b>
➤ Tickets Cancelled	9	<b>17</b>	9	<b>17</b>
➤ Warning Tickets (not included in "issued" total above)	55	<b>75</b>	55	<b>75</b>

	2025 1 <sup>st</sup> Period	2026 1 <sup>st</sup> Period	2025 Year to Date	2026 Year to Date
<b>BON Adjudication</b>				
➤ Disputed Matters to Screening Officer	17	<b>21</b>	17	<b>21</b>
➤ Disputed tickets – cancelled	11	<b>12</b>	11	<b>12</b>
➤ Disputed tickets – confirmed by Screening Officer	6	<b>7</b>	6	<b>7</b>
➤ Sent to adjudication	0	<b>1</b>	0	<b>1</b>

**Bylaw Enforcement****2026 – 1<sup>st</sup> Period**

<b>BON's &amp; MTI's Issued By Infraction</b>	<b>2025 1<sup>st</sup> Period</b>	<b>2026 1<sup>st</sup> Period</b>	<b>2025 Year to Date</b>	<b>2026 Year to Date</b>
➤ Use any park/public land in contravention of sign or bylaw 2665(3.1.1)		<b>1</b>		<b>1</b>
➤ Owner/Occupier permit to become or remain unsightly 2826(8)(2)		<b>2</b>		<b>2</b>
➤ Construction outside of permitted hours 2826(18)		<b>3</b>		<b>3</b>
➤ Allow animal to chase/harass/attack person or animal 2841(26)		<b>4</b>		<b>4</b>
➤ Dangerous dog not leashed or muzzled in public 2841(43)(1)		<b>1</b>		<b>1</b>
➤ Failure to licence dog 2841(46)		<b>2</b>		<b>2</b>
➤ No stopping zone 2898(15)		<b>3</b>		<b>3</b>
➤ No parking zone 2898(17)		<b>5</b>		<b>5</b>
➤ Limited time parking zone 2898(18)		<b>117</b>		<b>117</b>
➤ Residential parking only zone 2898(29)		<b>89</b>		<b>89</b>
➤ Residential parking permit zone 2898(31)		<b>13</b>		<b>13</b>
➤ Handicap parking 2898(32)		<b>5</b>		<b>5</b>
➤ No insurance / abandoned vehicle 2898(33)		<b>38</b>		<b>38</b>
➤ Trailer parking 2898(38)		<b>1</b>		<b>1</b>
➤ Miscellaneous stopping, standing & parking prohibitions 2898(39)		<b>4</b>		<b>4</b>
➤ Park within 1M of driveway 2898(39)(1)(b)		<b>7</b>		<b>7</b>
➤ Park within 6M of hydrant 2898(39)(1)(d)		<b>1</b>		<b>1</b>
➤ Park contrary to sign 2898(39)(1)(n)		<b>8</b>		<b>8</b>
➤ Curb parking 2898(40)		<b>11</b>		<b>11</b>
➤ Yellow curb 2898(41)		<b>78</b>		<b>78</b>
➤ Recreational vehicles 2898(42)		<b>11</b>		<b>11</b>
➤ Chattels on street 2898(49)		<b>1</b>		<b>1</b>
➤ Cause any street to be fouled, encumbered, obstructed or damaged 2898(50)(1)		<b>1</b>		<b>1</b>
➤ Conduct business without licence 3144(12)(1)		<b>1</b>		<b>1</b>

\*\* BON's & MTI's Issued by Infraction data was not collected and reported on until the 2<sup>nd</sup> Period of 2025

## **Bylaw Enforcement**

### **2026 – 1<sup>st</sup> Period**

<b>Animal Control</b>	<b>2025 1<sup>st</sup> Period</b>	<b>2026 1<sup>st</sup> Period</b>	<b>2025 Year to Date</b>	<b>2026 Year to Date</b>
➤ Dog Tags Sold	1387	<b>1256</b>	1387	<b>1256</b>
<b>Incidents Investigated by Victoria Animal Control</b>	158	<b>425</b>	158	<b>425</b>
➤ Dogs at Large	14	<b>7</b>	14	<b>7</b>
➤ No Leash	11	<b>17</b>	11	<b>17</b>
➤ No License	76	<b>317</b>	76	<b>317</b>
➤ Barking/Noisy Dogs	6	<b>6</b>	6	<b>6</b>
➤ Dog Attacks (on animals)	1	<b>6</b>	1	<b>6</b>
➤ Dog Attacks (on humans)	4	<b>1</b>	4	<b>1</b>
➤ Cats at Large	6	<b>6</b>	6	<b>6</b>

<b>Actions taken by VACS</b>	<b>2025 1<sup>st</sup> Period</b>	<b>2026 1<sup>st</sup> Period</b>	<b>2025 Year to Date</b>	<b>2026 Year to Date</b>
➤ Verbal Warnings	6	<b>30</b>	6	<b>30</b>
➤ Written Notices	13	<b>32</b>	13	<b>32</b>
➤ BON Written	10	<b>4</b>	10	<b>4</b>
➤ Animals Impounded	26	<b>12</b>	26	<b>12</b>
➤ Contacts – With Dogs - No Violation *	214	<b>367</b>	214	<b>367</b>
➤ Contacts – Without Dogs *	74	<b>428</b>	74	<b>428</b>

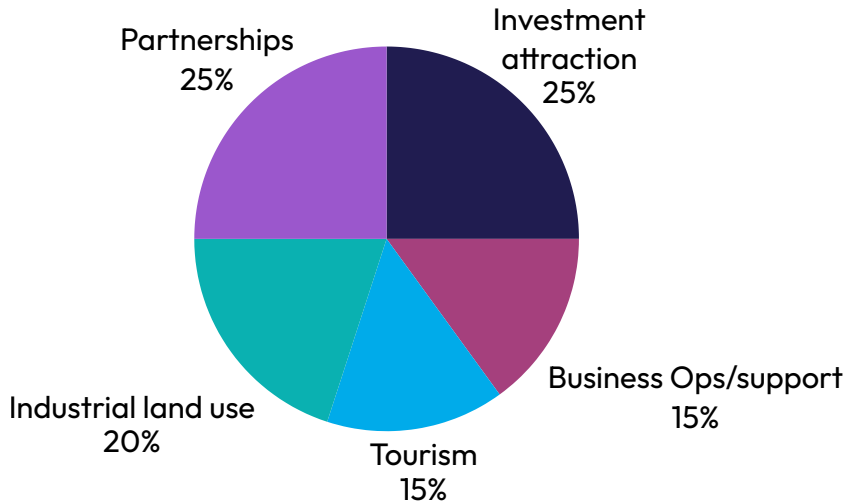
\*These numbers represent the number of contacts with people that VACS officers have while patrolling the parks. These statistics were not captured in previous years; however they represent an important part of the work that VACS officers do during their preventative patrol time in Esquimalt. VACS reports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

# Economic Development | January - April

Advancing Esquimalt's position as an investment-ready community through targeted engagement, sector development, and strategic partnerships.



## Engagement by Focus Area



# 101

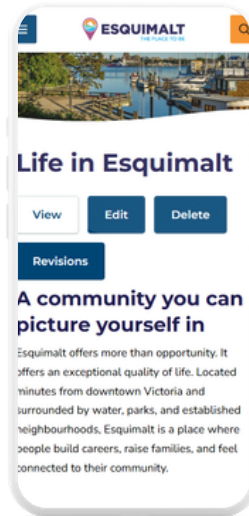
touchpoints including one on one meetings, group meetings, network events, email and phone calls.

## Marketing & Communications

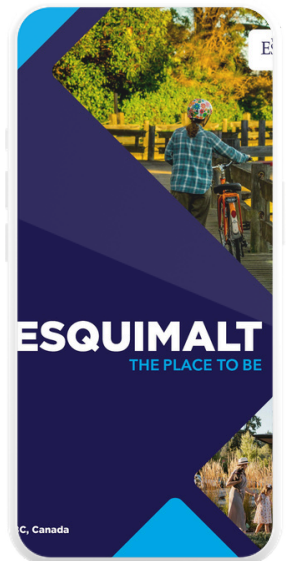
### Community Guide

Launch of the Esquimalt Community & Visitor Guide. A new digital resource designed to help people better understand, experience, and invest in Esquimalt.

The guide is a key initiative from the Economic Development Action Plan (2023–2025) and brings together Esquimalt's story, neighbourhoods, amenities, and opportunities in one accessible place.



DOWNLOAD



### CHEK News Business Highlights

Business storytelling and media engagement (CHEK News). 5 businesses highlighted - Lyall Street Auto, Cask & Keg, ERC, Kid Sister Icecream & Errant Herbal

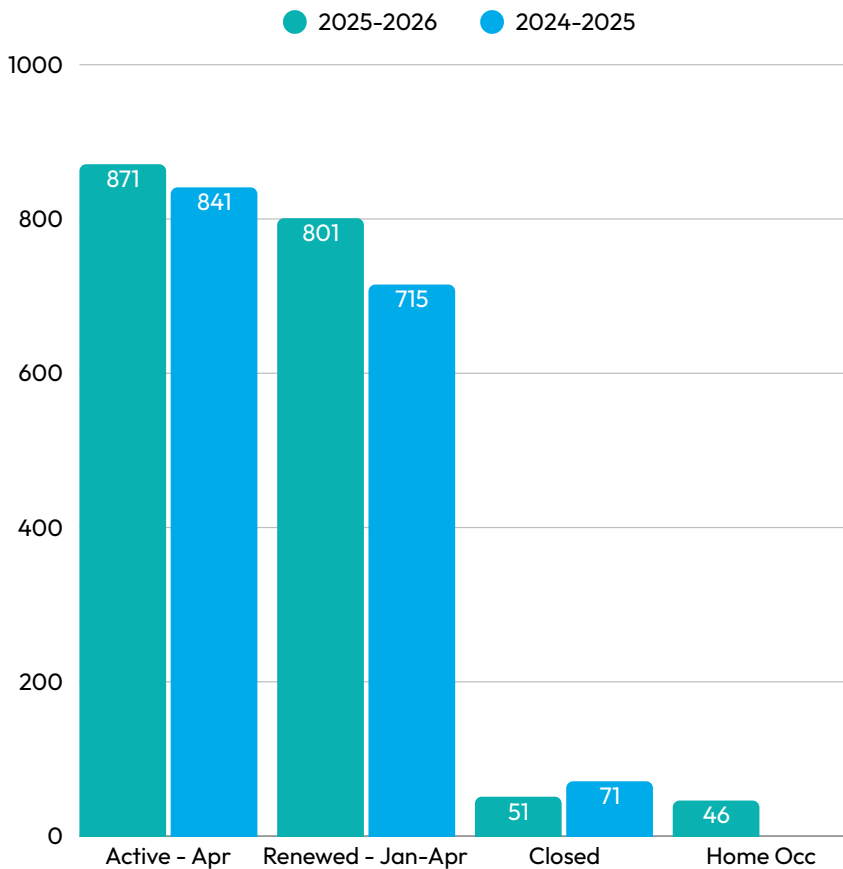
# Economic Development | January - April

## Investment Readiness

### Hotel Development Working Group

Final report completed and published (April 2026) • Strengthened understanding of market demand and feasibility • Increased confidence in attracting a right-fit hotel investment

**Key Outcome:** Municipal readiness is a competitive advantage, with clear processes, informed staff, and proactive engagement supporting investment attraction. Hotel investment works best when approached regionally. A coordinated regional narrative helps provide investors with clarity, confidence, and a sense of scale, strengthening Greater Victoria's overall competitiveness



## Business Licence Trends (Jan-Apr)

Active business licences increased to 871 (+30 year-over-year), indicating modest growth in the local business base. Renewals were notably higher at 801 (+86), suggesting strong retention and improved renewal uptake. Business closures declined to 51 (down from 71), reinforcing improved stability compared to the prior year. Home Occupation licences (46) are being tracked for the first time in 2026, establishing a baseline for future reporting and providing new visibility into home-based economic activity.