



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

Staff Report

File #:20-482

PERIOD REPORT

DATE: October 8, 2020

Report No. ADM-20-023

TO: Mayor and Council

FROM: Laurie Hurst, Chief Administrative Officer

SUBJECT: CAO - 2020 Second Period Report

The following is a report on the activities pertaining to the CAO's office from May 1, 2020 to August 31, 2020.

I. DIVISION ACHIEVEMENTS AND ACTIVITIES

1. Legislative

- Attended meetings of and reviewed staff reports, agendas, minutes and action reports of Council, COTW and In Camera meetings.

2. Operations

- Continued participation on working group to move public safety building project forward including multiple meetings with consultant and architects; special workshop to review and determine green building features and energy performance targets
 - Extensive work with consultant, legal and Aragon to finalize the construction management contract for the new library space tenant improvements; construction to start in the next month with completion expected approximately April, 2021
 - Provided guidance and input/direction on various issues to senior staff including climate emergency report, climate adaptation plan, regional growth strategy population projections, integrated resource management, public hearing processes during COVID-19
 - Initiated discussion with Capital Regional District on the utilization of the amenity reserve funds and interpretation of legal agreements for funding of capital projects including the Gorge Park Pavilion and new public safety building
 - Monitor progress on wastewater treatment project including meetings with project manager to review outstanding requirements of all legal agreements
 - Continued work as appointee to the Regional Emergency Management Partnership Steering Committee (REMP) to submit discussion paper on the Emergency Program Act Modernization; ongoing work with the Committee on the Regional Concept of Operations; input and discussion for the REMP COVID-19 After Action Review Interim Report

- Facilitated completion of the 2020 Business Investment Roadmap with South Island Prosperity Project; final report presented to Council with recommendations; follow up report from the CAO will come to Council in the fall on logistics of establishing an economic development function with one full time equivalent staff position
- Lead the process to ensure that meeting formats were adjusted to allow Council's uninterrupted ability to govern with openness and transparency with public meetings during the pandemic; factors such as council rotation, public attendance, staff attendance, electronic meetings and public input were adjusted to adhere to the requirements of the Public Health Act which resulted in a revised plan to commence after Council summer recess
 - Coordinated and prepared submissions to address latest review of Framework Agreement; review of provisional 2021 budget with VicPD staff
 - Worked with Administrative Committee under the Framework Agreement to discuss and attempt to resolve ongoing issues with project/protest costs, distribution of surpluses and revised budget allocation formula
 - Ongoing participation in Township Emergency Operations Centre (EOC) including review of safety plans and other operational implications to ensure ongoing delivery of municipal services
 - Participated as panel member in recruitment interviews for Manager of Engineering position
 - Review and approval of all corporate communication materials prior to publishing

3. Other

- Regular meeting attendance and participation (no external meetings since declaration of state of emergency and Local Area Administrators has now moved to a monthly update/coordination conference call)
 - CAO/Mayor - weekly
 - Senior Leadership group - weekly
 - EOC - weekly
 - Public Safety Building Working Group - weekly
 - Director of Corporate Services and Corporate Officer - biweekly
 - GVLRA Board - monthly
 - Victoria City Manager - bimonthly
 - VicPD Chief Constable - quarterly
 - Local Area Administrators - quarterly
 - Emergency Planning Committee - semi annually
 - Esquimalt Town Square Working Group - as required
- **Special Events**
 - Presented to the South Island Prosperity Project Partner's Committee Meeting on the Business Investment Roadmap 2020 project
- **Training/Workshops/Seminars**
 - 2 internal wellness webinars
 - 2 Municipal Insurance Association webinars related to local government liability during COVID-19 and how to mitigate risk

- BCFED Occupational Health and Safety Centre Webinar - Conducting a Risk Assessment / Exposure Control Plan (ECP) for COVID-19
- Local Government Management Association webinar on Records Management Files Plans
- 2020 Information Summit webinar on Transparency and Privacy during COVID-19
- Office of the Ombudsperson webinar Fairness Matters: Making Fair Decisions

II. COMMITTEES

- CAO participates on the following committees:
 - Internal
 - Public Safety Building Working Group
 - Esquimalt Town Square Working Group
 - External
 - Regional Emergency Management Partnership Steering Committee
 - Greater Victoria Labour Relations Association Administrative Committee
 - Framework Agreement Administrative Committee



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

Staff Report

File #:20-492

PERIOD REPORT

DATE: September 1, 2020

Report No. ADM-20-022

TO: Laurie Hurst, Chief Administrative Officer

FROM: Vicki Gannon, Director of Corporate Services and Human Resources

SUBJECT: Corporate Services and HR - 2020 Second Period Report

The following is a report on the activities pertaining to the Corporate Services and HR departments from May 1, 2020 to August 31, 2020.

➤ **DIVISION ACHIEVEMENTS AND ACTIVITIES**

1. Corporate Services

- 37 meetings including preparation of:
 - 1 Public Hearing Notice, 4 Waived Public Hearing Notices, 1 Annual Report Notice and 1 Disposition of Property Notice newspaper advertisements.
 - 37 Meeting Notices and associated newspaper advertisements.
 - agendas and minutes for Regular, Special and In Camera meetings of Council and Committee of the Whole, including posting on website Community Notice Board.
 - 19 late item agenda notices.
 - 9 Action Reports and completion of all follow up correspondence and distribution to third parties.
- Corporate Officer and Deputy Corporate Officer commissioned 11 documents for residents of Esquimalt.
- Deputy Corporate Officer prepared 4 bylaw consolidations: Streets and Traffic Bylaw, Bylaw Notice Enforcement Bylaw, Development Application Procedures Bylaw, and Advisory Planning Commission Bylaw.
- Staff prepared 3 Proclamations and posted to the Municipal website.
- Staff processed 268 mail items for retention and distribution. Sent out 27 acknowledgement emails.
- Staff prepared 42 Township business letters on behalf of Mayor and Council.
- Corporate Officer and Deputy Corporate Officer completed 8 electronic registrations at Land Title Office (20 total for year).
- Corporate Officer responded to 9 requests for access to records under the Freedom of Information and Protection of Privacy Act (19 total for year) and a further 6 requests for

- access to public records.
- Corporate Officer and Deputy Corporate Officer prepared 3 Statutory Notices to fulfill the public notice requirements associated with bylaw amendments.
- Corporate Officer and Deputy Corporate Officer continued to adapt Council meeting practices based on Ministerial Orders associated with the COVID-19 pandemic.
- Corporate Officer, Deputy Corporate Officer and Communications Manager updated the agenda notification system to increase transparency with Council meeting material access.
- Corporate Officer and Manager of IT completed an audio upgrade in the Council Chambers to facilitate and improve audio for electronic Council meetings.

2. Committees

- Corporate Officer and Deputy Corporate Officer completed the 2020 recruitment process for internal committee volunteers and administered an annual electronic Committee orientation via Zoom. Council approved 6 new appointments and 9 re-appointments for 2020/2021 and staff prepared all advisory letters.
- Office Administrator, as Recording Secretary for the Environmental Advisory Committee (EAC), coordinated 2 EAC meeting, including preparation and posting of notices, Agendas and Minutes.
- Staff posted 7 Agendas of the Advisory Planning Commission (APC), APC Design Review Committee (DRC), Environmental Advisory Committee and Local Grant Committee to the website and responded to inquiries relating to Committees.
- Office Administrator completed set-up of the APC Design Review Committee, Board of Variance, Environmental Advisory Committee, Local Grants Committee and Parks and Recreation Committee in Granicus to create agendas, minutes, livestream and record video, eliminating paper documents. Completed further edits to staff report template for APC and DRC as well as adapted the existing Council Decision staff report template for use by staff to prepare staff reports for Local Grants Committee, EAC and PRAC.
- All Council, Committee, Commission and Board Agenda's and Minutes are now 100% electronic and available for public viewing via the municipal website.
- Office Administrator provided additional training to Development Services Office Administrator in the use of Granicus for producing agendas and minutes for the APC and DRC.

3. Business Licence Administration

- Staff provided clerical support for Business Licencing: processing and monitoring applications, answering questions and inquiries from the public.
- Office Administrator developed a fillable Business Licence form and implemented of e-transfer payment option for Business Licence applications.

4. Administrative Support for Mayor and Council and CAO

- Coordinated registration for the UBCM virtual conference - attended by the Mayor and 2 councilors. Two UBCM meeting requests with Ministers/staff were coordinated.
- Coordinated and provided note taking and action items for 9 Senior Management meetings and 22 EOC Management/COVID19 meetings.

- Coordinated 2 Mayors Open Door events via Facebook Live.
- Cancelled numerous meetings and rescheduled to teleconference or online format.
- Organized 1 Greater Victoria Mayors online meeting [invites & agenda prep].
- Prepared 29 letters for Mayor and CAO [retirement/invitations/thank you/congratulations/new business] & other Township related business.
- Provided six days vacation coverage for Communications Manager and assisted Communications Manager throughout the period re: updating website and social media/Hootsuite posts.
- Researched and logged local, provincial and enforcement news articles re: COVID19 & emailed out to EOC 2x/week.
- Sent out 2 Township event information newsletters via Campaigner.

5. Records Management

- 617 new paper records were created and entered in the TAB Fusion software.
- 34 new boxes sent to Access Records off-site records storage facility and entered in TAB Fusion software.
- Approximately 4 GB worth of electronic files moved or deleted as part of the electronic shared drive restructure project.
- Access Review Project completed. Between 2003 and 2012, the Township deposited 573 boxes in Access Records off-site storage with little to no description of their contents. Each box therefore needed to be reviewed by the Archivist/Records Coordinator or departmental administrative staff.
 - 446 boxes destroyed
 - 127 boxes indexed and returned to off-site storage
 - \$2676 in annual savings achieved (approximately \$6/year per box)
- Administrative staff have continued advancing their departmental paper and electronic records management projects, with support and assistance from the Corporate Officer and Archivist/Records Coordinator.

6. Archives

- The Archives has remained closed to the public and volunteers since March 17th due to the COVID-19 Pandemic. Staff visits to the space have been limited to dropping off material, time-sensitive research requests and necessary maintenance activities, such as fixing the alarm system.
- 8 research requests completed.
 - 11 research requests partially answered. These requests will be completed when public access to the Archives' Reading Room and collections resumes.
 - Volunteer Sherri Robinson assisted with research requests from home.
- 6 photos taken of buildings with approved demolition permits.
- Awarded a \$7500 grant from Canadian Heritage's Canada Cultural Spaces Fund for designing a new archives space.
- A weekly newsletter entitled "Archives from a Distance" continues to be distributed on Wednesdays to Archives volunteers. The intention is to keep the volunteers engaged with the Township, while providing a lighthearted diversion from the news and a way to keep

connected with each other.

- The Archivist/Records Coordinator continues to collaborate with the Communications Manager on weekly #TBT (Throwback Thursday) posts.
- Other notable activities:
 - Received a sizable donation from the family of Joe Iannarelli, who was Manager of the Sports Centre from 1961 to 1981. The donation includes many photo albums of Esquimalt's sport history, as well as team sweaters, trophies, pins and badges.
 - Applied for the Canadian Heritage's COVID-19 Emergency fund.

7. Communications

The Manager of Communications:

- Designed and printed annual mayor's tax notice and included important COVID-19 updates.
- Wrote 2 articles to be included in the Times Colonist's "Experience Esquimalt" feature.
- Developed property tax communications, including hard copy tax notice; signage and digital communications.
- Worked with Director of Engineering and consultants to develop a communications strategy and plan for integrated resource management public engagement campaign.
- Coordinated content, designed and published the Township of Esquimalt 2019 annual report.
- Worked with staff from the development department to plan and execute a communications plan for detached accessory dwelling unit public engagement campaign.
- Supported local organizations in Township-related communications, including Esquimalt Farmers Market; Greater Victoria Public Library; Victoria Police Department; Esquimalt Chamber of Commerce; Ribfest committee; CleanBC and United Way.
- Shared information regarding Township proclamations.
- Shared information regarding Township employment opportunities.
- Participated as member of Township Emergency Operations Centre and ensured COVID-19-related information was continually shared with the public and staff.
- Continued the "Throwback Thursday" social media program in conjunction with Archives.
- Worked with fire department staff to revamp departmental website content.
- Coordinated media queries regarding operational and emergency events; prepared key messages as required. E.g., oil spill at West Bay Marina, cougar sighting, Bloomin' Beautiful event and COVID-related reopening processes.
- Participated in the Township's Community Climate Mitigation Plan advisory committee.
- Coordinated and promoted Mayor's Open Door using Facebook Live.
- Received "verified" status for Township Twitter account resulting in an added level of security and authority over Township content on the platform.
- Improved content for council meeting notice emails to improve engagement and access to information.

Analytics (last period in brackets):

Esquimalt Alert registrations

- 1,424 (1,316) registrants

Legistar

- 973 (1,191) total page views (all pages in the Granicus system) *note this includes summer break
- 605 (594) total visits (total number of times visitors came to the site)
- 524(530) total unique visitors - individual views of the site
- 87 per cent desktop, 13 per cent mobile

Website Hits

- Total page views: 187,727 (228,559 last period)
- Top three pages:
 1. Parks and Recreation
 2. Home page
 3. Parks and Recreation COVID updates

Twitter

- Average 1,884 post views per day (impressions) (1,409 last period)
- Total 435 posts; (394 last period)
- New followers: 3,585 (3,498 last period)

Facebook

- 1,723 (1,672) followers
- 2,571 (2,482) engagements (likes, clicks, shares)
- 176 new timeline posts (176 last period)

Instagram

- 743 (593) followers
- 61 (76) posts

LinkedIn

- 170 (97) followers
- 499 (209) page views

Communications - related online newsletters

- Events list: 271 contacts
- News list: 248 contacts
- The “Current” newsletter list: 193

8. Human Resources

COVID-19:

- Updated Work From Home (WFH) Agreements such that staff work from home 2 days per week, and in the office 3 days per week to ensure physical distancing can be maintained in office spaces.
- Sent 8 COVID-19 Updates to all staff.
- HR worked with management and the Safety Committee to develop a COVID-19 Safety Plan for the Township. Additional department-specific Safety Plans were created for the Municipal Hall, Fire Department, Engineering/Public Works, and Parks and Recreation (Wellness Centre, Fitness Classes, and Adventure Park).
- As Recreational facilities re-opened, 38 auxiliary staff were recalled.

Occupational Health and Safety:

- Administrative Clerk/Municipal Hall Safety Committee member attended a BCFED OH&S

Centre training webinar: "OH&S Committee role during COVID-19".

- Directors and Safety Committee members attended a BCFED OH&S Centre Webinar: "Conducting a Risk Assessment / Exposure Control Plan (ECP) for COVID-19".

Training and Development:

- Offered 3 Wellness Webinars of a 4-part series for Township employees for supporting their health and well-being during COVID-19, hosted by Sara Wegwitz of Tailor Making Health:
 - May 7: The Power of Perspective: How to Thrive in Times of Uncertainty.
 - May 14: How to Be Well and Stay Well.
 - May 21: The Art and Science of Effective Communication.
- Office Administrator participated in Committee Orientation Webinar.
- Corporate Officer completed class ADMN 312: Managing in Public and Non-Profit Organizations online with the University of Victoria.
- Deputy Corporate Officer participated in two free Granicus webinar sessions: The Basics of Creating an Agenda Item and 6 Tools in Every Successful Clerk's Toolbelt to enhance understanding of the software.

Recruitment:

- There were 5 regular positions filled this quarter.
- Filled:
 - Labourer II
 - Arborist I
 - Building Maintenance Worker - RFT
 - Building Maintenance Worker - RPT
 - As a result of the joint Oak Bay-Esquimalt Firefighter competition, an eligibility pool was established for the Departments; 1 Firefighter was hired from the pool for a 3 month term (backfilling for WSBC coverage).
- In progress:
 - Lead Groundskeeper (re-posted)
 - Engineering Manager
 - Engineering Technologist II - Asset Management
 - Deputy Emergency Program Coordinator

Labour Relations:

- There are currently no grievances outstanding with either CUPE or IAFF.
- HR worked with management to issue discipline to one employee (CUPE).

General:

- As of May 28, the Exemplary (Perfect) Attendance program was rescinded due to the fact it contradicts Provincial Health Orders and promoted people coming to work when they are not well.
- The Director of Corporate Services and HR continued to participate on a LGMA working committee, together with a group of other HR professionals from across the province, to update LGMA's *Human Resources Toolkit for Local Government Organizations*.

- The Director of Corporate Services and Human Resources is a Trustee on both the GVLRA/LTD Trust and the Capital Area Benefit Trust, and attended meetings for each of the Trusts.
- HR Records Management - terminated Recreation auxiliary employee files: Recreation staff collected terminated employee files located in multiple locations; HR has begun the process of inventorying numerous boxes of files with end dates ranging from 1996-2018 and preparing them for off-siting.
- Performed a job evaluation for new position: "Engineering Technologist II - Asset Management".
- HR responded to several requests from other municipalities for wage comparison information.
- HR added the Township's five core values to all job descriptions.
- HR reviewed and updated all job offer templates.



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

Staff Report

File #:20-465

PERIOD REPORT

DATE: October 14th, 2020

Report No. CSS-20-015

TO: Laurie Hurst, Chief Administrative Officer

FROM: Blair McDonald, Director of Community Safety Services

SUBJECT: Community Safety Services Department - 2020 Second Period Report

The following is a report on the activities pertaining to the Community Safety Services Department from May 1st, 2020 to August 31st, 2020.

I. DIVISION ACHIEVEMENTS AND ACTIVITIES

1. Emergency Management

- Neighbourhood Emergency Preparedness Program (NEPP)

Due to the pandemic, NEPP sessions and participation in community events have been postponed. The NEPP has a new Coordinator, Natalie D'Hollander, who will be working with the previous Coordinator on emergency preparedness information and coordination in the community through alternative means.

- **Emergency Support Services (ESS)**

The ESS team met twice during this period, with the Level One team meeting once. The Deputy Emergency Support Services Director [ESSD] has developed an operational plan for the team that is being reviewed. Due to COVID-19, and ESS modernization by the Province, there is an online registration and referral tool for evacuees and the team has started training and transitioning to the use of this system.

Staff attended three Regional Emergency Social Services Director meetings which focused on a regional training and roll out of the new ESS tool, and to coordinate COVID 19 service delivery planning and procedures in the region.

Staff continues to work on acquiring the equipment funded through the Union of British Columbia Municipalities Grant of \$19,990 from the Emergency Support Services Fund to facilitate modernization of ESS. Once purchased, the equipment will be used for our modernization training

and exercises in all reception centres when it is possible. This equipment will allow setup of 16 registration and referral stations which will be stored in two different locations in close proximity to reception centres.

- **Emergency Radio Communications**

The team continues to meet each Wednesday participating in the Region's Net to ensure emergency communications are possible with other local government Emergency Operations Centres, as well as Emergency Management BC following a catastrophic emergency. Most stations are closed, so volunteers are participating from their homes when possible. This has been a useful exercise to see whether the team can actually communicate effectively between their homes with handheld or base station radios and whether a VHF or UHF frequency is better for this.

- **Administration**

The Local Government Emergency Program Advisory Commission (LG EPAC) met once this period. The Regional Evacuation Planning Working Group are managing and providing input on the UBCM Community Emergency Preparedness Fund grant, and met three times this period and a finalized evacuation mapping tool was approved by the membership for use in evacuation planning and response. The working group is planning to submit an additional grant request to complete the regional planning process for a regional evacuation concept of operations and creation of additional maps. The Esquimalt Emergency Programs agreed to be a partner in this initiative. Esquimalt's Evacuation Plan update was completed during this period under the same grant funding, with the final report submitted and approved by UBCM.

Esquimalt and the City of Victoria are in the final phase of the UBCM EOC exercises and Training grant, which has been extended due to the pandemic. The exercises have been altered to be delivered as a virtual tabletop to adhere to COVID restrictions and enable participation of VicPD, and will focus on evacuations with a COVID lens.

The National Disaster Mitigation Program Grant submission for Capital Region Coastal Flood Inundation Mapping that included tsunami modelling in conjunction with representatives of the Climate Action program of the Capital Regional District and other local government emergency program managers has been completed. The project has modelled nine different scenarios using four different tsunami-generation sources. The public education working group is developing consistent messaging and tools to educate the public, and staff will meet with the emergency planning committee to discuss potential impacts on tsunami planning.

The Regional Emergency Management Partnership has completed a Phase 1 regional COVID response after-action review and is in the process of completing recommendations, including improved regional coordination and communication.

The Emergency Public Notification System (Connect Rocket) has been tested successfully each month, and has been a useful tool during the pandemic. Esquimalt Alert has also been successfully used several times and has seen an increase in user-ship.

- **COVID-19 Response**

In response to the COVID-19 pandemic, the Esquimalt EOC has been activated to a Level one since March 12th. The EOC has operated mainly virtually via call and email from employee work stations to comply with social distancing recommendations; the exception of daily briefing meetings with senior staff for information sharing and planning purposes.

Many staff members have had daily or weekly conference calls with local, regional, and provincial organizations since this time while still managing to make the necessary organizational changes to ensure provision of essential services.

Some of these continued changes include pandemic messaging for staff, pandemic messaging and a webpage for the public, increasing cleaning and sanitizing in all areas of the Township, signage in parks and playgrounds, cancellation and refunds of recreation programs, IT changes to allow staff to work from home, a work from home policy with departmental staffing plans to ensure physical distancing and staff safety, and rotating shifts for public works to ensure that a complete crew is available at all times.

2. Bylaw Enforcement

- **Bylaw Offence Notice Disputes:**
No BON's were disputed in this period.
- **Attachments:**
Bylaw Contraventions and Complaints, Municipal Tickets and Bylaw Notices, Animal Management Report [Attachment # 1]

3. Building Inspections/Permits

- 2020 continues to show consistent demand for building permits compared with 2019, although value of construction is much greater this year. In the second period of 2020, the Building Department issued permits for a total value of construction of approximately \$4.2 million (approximately \$27.1 million in the second period of 2019; 2020's first period was in excess of \$54 million which accounts for strong year to date totals) with total permit fees of approximately \$49 000 (verses approximately \$41 000 in the second period of 2019). These values represent a decrease period over period, but an increase year over year.
- **Attachments:**
Building Permits Chart [Attachment # 2]

4. Policing

- Esquimalt Division Inspector and Township Staff work via the Public Safety Building Working Group to move forward with the design phase of the new Esquimalt Public

Safety Building. The building is currently with HCMA Architecture in the planning phase for overall design.

- Staff continued to liaise with Victoria Police Department regarding local and regional policing and public safety concerns.
- The Director represents the Township at the public portion of Victoria and Esquimalt Police Board meetings.

5. Business Licencing

- 13 communities are now participating in the Intercommunity Business Licence Agreement
- The Township has issued 10 Intercommunity Business Licences.
- The Township currently has 752 active business licences (750 in 2019) which are posted on the website and updated every three months
- In this period, 29 new applications were received
- In this period, 7 accounts were closed
- Staff created and posted a fillable Business Licence form and implemented the use of e-transfer payment option.

II. COMMITTEES

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

**Bylaw Enforcement
2020 – 2nd period**

	2019 2 nd Period	2020 2 nd Period	2019 Year to Date	2020 Year to Date
Total Bylaw Contraventions and Complaints Investigated	178	144	354	281
➤ Streets and Traffic	71	65	156	127
➤ General Bylaw Inquiries	38	20	63	44
➤ Maintenance/Nuisance Property/Noise Bylaw	44	42	71	71
➤ Zoning Bylaw	6	10	13	17
➤ Business License	3	0	24	8
➤ Building	6	4	13	5
➤ Animal Control	1	1	2	2
➤ Park Maintenance & Tree Protection	6	5	8	10
➤ Assist Third Party Agencies	2	0	3	0
➤ Secondary Suites	1	0	1	0
Concluded Investigations	178	123	333	238
Active Investigations	32	21	53	43
BON's & MTI's Issued	158	73	301	315
➤ Total Maximum Fine Value	\$6705	\$3237	\$13095	\$15,657
➤ Total Paid	\$2856	\$770	\$5393	\$3165
➤ Total Outstanding	\$3849	\$3237	\$7824	\$13,262
➤ Positive Resolution	63%	23%	59%	24.5%
➤ Outstanding Tickets	37%	77%	41%	75.5%
➤ Tickets Cancelled	11	4	17	18
➤ Warning Tickets (not included in "issued" total above)	188	59	277	157
BON & MTI Adjudication				
➤ Disputed Matters to Screening Officer	15	0	28	19
➤ Disputed tickets – cancelled	10	0	17	16
➤ Disputed tickets – confirmed by Screening Officer	5	0	11	3
➤ Sent to adjudication	0	0	0	0

Animal Control	2019 2nd Period	2020 2nd Period	2019 Year to Date	2020 Year to Date
➤ Dog Tags Sold	123	127	1454	1424
Incidents Investigated by Victoria Animal Control Services (VACS)	123	185	319	360
➤ Dogs at Large	24	14	48	29
➤ No Leash	39	61	91	127
➤ No License	27	23	75	51
➤ Barking/Noisy Dogs	6	7	17	10
➤ Dog Attacks (on animals)	5	2	9	5
➤ Dog Attacks (on humans)	0	3	3	3
➤ Cats at Large	16	13	13	15

Actions taken by VACS	2019 2nd Period	2020 2nd Period	2019 Year to Date	2020 Year to Date
➤ Verbal Warnings	27	23	76	56
➤ Written Notices	102	36	224	122
➤ MTI Written	17	12	29	19
➤ Animals Impounded	55	13	82	30

Permit Type Issued	2019 – 2 nd period		2020 – 2 nd period		2020 Year to date Total	
	No.	Value (\$)	No.	Value (\$)	No.	Value (\$)
Commercial	1	25,000.00	4	275,700.00	6	27,875,700.00
Industrial	1	20,000.00	5	257,000.00	8	443,000.00
Institutional	2	15,850,000.00	-	-	1	200,000.00
Duplex - Demolition	-	-	-	-	-	-
Duplex Alteration/Additions	-	-	-	-	-	-
Duplex New	1	700,000.00	-	-	-	-
Single Family New	-	-	2	575,000.00	3	975,000.00
Single Family Alterations	16	818,000.00	14	884,340.00	22	2,182,340.00
Single Family Additions	4	195,000.00	3	40,000.00	6	210,000.00
Single Family Demolition	12	16,000.00	6	6,000.00	11	15,000.00
Multiple Family New	3	9,350,000.00	1	1,500,000.00	3	25,514,982.00
Multiple Family Alterations	5	174,495.54	6	682,000.00	11	954,650.00
Multi Family Additions	-	-	-	-	-	-
Multi Family Demolition	1	1,000.00	-	-	-	-
Sign Permit	-	-	1	4,662.00	1	4662.00
Miscellaneous Permits Chimney/Insert	-	-	1	1,000.00	2	6,000.00
Total	46	27,149,495.54	43	4,225,702.00	74	58,381,334.00
Building Permit Fees		248,690.85		49,926.75		527,681.15
*Plumbing Permits	28		34		67	

*[note- number of plumbing permits issued only]

Permits Issued with a value of construction over \$50,000.00

COMMERCIAL

BP014147 – 846 Viewfield Rd – Roof Framing Rehabilitation work– \$195,700.00

INDUSTRIAL

BP014206 – 775 Cave St – Interior alterations to infill upper floor– \$125,000.00

BP014208 – 910 Devonshire Rd – Mechanical ventilation upgrade – \$120,000.00

RESIDENTIAL – SFD

BP014149 – 1154 Greenwood Ave – Renewal-To complete exterior landscaping– \$50,000.00

BP014168 – 300 Uganda Ave – For new windows, door insulation – \$100,000.00

BP014162 – 452 Foster St – Renovation and addition – \$250,000.00

BP014182 – 1022 Gosper Cres – To convert existing carport into enclosed garage and build new bedroom over new garage– \$100,000.00

BP014137 – 451 Constance Ave – New detached garage - \$75,000.00

BP014138 – 451 Constance Ave – New single family dwelling – \$500,000.00

BP014174 – 860 Parklands Dr – New secondary suite – \$200,000.00

RESIDENTIAL – MFD

BP014179 – 1342 Esquimalt Rd – Fire Remediation work – \$170,000.00

BP014111 – 843 Craigflower Rd– Fire Remediation work – \$450,000.00

BP014164 – 638 Constance Ave – For Foundation only – \$1,500,000.00

Infrastructure Deposit of \$2500.00 taken on 20 of the 43 permits issued



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

Staff Report

File #:20-480

PERIOD REPORT

DATE: October 9, 2020

Report No. FIN-20-018

TO: Laurie Hurst, Chief Administrative Officer

FROM: Ian Irvine, Director of Financial Services

SUBJECT: Financial Services and Information Technology Departments - 2020 Second Period Report

The following is a report on the activities pertaining to the Financial Services and Information Technology Departments from May 1, 2020 to August 31, 2020.

I. DIVISION ACHIEVEMENTS AND ACTIVITIES

1. Budgeting, Financial Reporting and Accounting Operations

- An opinion on the annual financial statements for the year ended December 31, 2019, was presented by the auditors and the statements were approved by Council in May.
- The Township's 2019 Annual Report and Statement of Financial Information (SOFI) were approved by Council in June.
- Due to the pandemic, it was agreed to maintain the July 2 tax deadline but to extend the 2020 penalty date to October 1. While the current collection percentage is approximately 96%, the shift in the penalty date had an impact on the collection of taxes when compared to 2019. The relevant 2020 property tax statistics are:
 - Current property taxes collected as of July 2 - 62.2% (2019: 91.0%)
 - Current property taxes collected as of August 31 - 86.8% (2019: 93.4%)
 - Home owner grants claimed as of August 31 - 3,710 (2019: 3,891)
 - Total deferments - 498 (2019: 514)
 - New deferment applications - 49 (2019: 74)
 - Total deferred taxes - \$1,900,762 (2019: \$1,995,858)
- Property tax notices were mailed in May and reminder notices for all outstanding accounts were processed and mailed in August.
- Properties with delinquent property taxes were identified for potential inclusion in the 2020 tax sale. The relevant title holders and mortgage companies were identified and staff managed to communicate with all parties and avoid the need for a tax sale.
- An initial Payment In Lieu of Taxes (PILT) was received in June. The amount received represents the full amount requested in the Township's application based on BC Assessment

values. The Township does not anticipate receiving any additional payments during the year and it is expected that an appeal will not be necessary.

2. Information Technology

- Completed a total of 313 internal staff support calls during the period which represents a 40% decrease from the first period of this year. This reduction is due primarily to the closure of Township facilities and reduced staffing levels.
- Installed two additional video surveillance cameras to the Parks Nursery. Testing was performed and they are operating as intended.
- Testing and modification of an updated version of the Township's financial system is ongoing. Due to some hosted environment limitations identified during tests, we are expecting migration to a dedicated hosted environment in the third period of this year.
- New server room backup power was installed at the Public Works yard which is the disaster recovery site for the municipal operations. This new power source was tested and is working as expected.
- Procurement of all Office 365 licenses was completed. Testing commenced with an anticipated launch date of Mid-November.

3. Risk Management

- There were no significant or unusual liability insurance claims against the Township.

II. COMMITTEES

- The Local Grant Committee completed its review of all 2021 Permissive Tax Exemption applications received prior to the August 31 deadline. The Committee's recommendations were subsequently approved by Council in September and a bylaw was drafted.



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

Staff Report

File #:20-479

PERIOD REPORT

DATE: October 19, 2020

Report No. EPW-20-020

TO: Laurie Hurst, Chief Administrative Officer

FROM: Jeff Miller, Director of Engineering & Public Works

SUBJECT: Engineering & Public Works Departments - 2020 Second Period Report

The following is a report on the activities pertaining to the Engineering & Public Works Departments from May 1, 2020 to August 31, 2020.

1. DIVISION ACHIEVEMENTS AND ACTIVITIES

1. Sanitary Sewer

- 3 new service lateral installed this period (4 total for the year).
- 4 service laterals replaced (due to blockages) this period (8 total for the year).
- Test and clear inspections as and when required.

2. Pump Stations

- Crews carried out reduced routine maintenance activities.
- Prepared for annual program for pump maintenance/controls inspections program in the third period.
- Program included coordinating similar activities for View Royal pump stations.
- Purchased replacement water level controls to occur in third period.
- Purchased gas detection units to occur in the third period.

3. Storm Drains

- 5 new service laterals installed this period (7 total for the year).
- 4 service laterals replaced (due to blockages) this period (5 total for the year).
- Test and clear inspections as and when required.
- 1 new catch basins installed this period (1 total for the year).
- Program for catch basin cleaning completed. Spot cleaning as required.
- Awaiting response from Infrastructure Canada for submitted grant application for end of pipe treatment for Gorge Creek and Westbay outfalls.
- Working on training opportunities with DND, Coast Guard, Public Works Canada and District of Saanich.

- Significant petrochemical oil spill on Gorge Creek started in mid January and concluded in mid April. Township is pursuing actions to recover costs.

4. Liquid Waste Management

Waste Water - Inflow and Infiltration

- Continue to build program/ bylaw for inflow and infiltration mitigation based on reports: EPW-18-036, EPW-09-044, EPW-15-019, EPW-17-046, and EPW-17-064.
- Continued inspection of Gosper Crescent storm and sanitary mains; working with residents and CRD Source Control staff to confirm possible cross-connections.
- Separation of combined manhole at Uganda Avenue to occur later in 2020.
- Received funding from the CRD for inflow and infiltration master plan development. Request for proposal release and consultant retained. Project has been moving forward in second period.

Liquid Waste Management Plan

- Participated on the Esquimalt Liaison Committee to review concerns and activities associated with the Waste Water Treatment Plant Project.
- Participated on the Technical Committee to review technical aspects of solids line to Hartland landfill.
- Both projects above have been completed.
- Detailed design for totem pole completed and sent to CRD for construction.

Integrated Watershed Management

- Staff participated as a member of the integrated watershed management working group with no activities undertaken during this period.

5. Roads

- Pothole repairs being carried out as required.
- Annual painting of curbs, crosswalks and stop bars is underway, with stop bars being replaced with thermoplastic markings as resources are available.
- Major repair/minor capital works project being prepared with a number of locations milled and overlaid with new asphalt.
- Carried out surface restoration for third parties.
- Approximately 269.84 tonnes of asphalt placed for the period (425.20 tonnes total for the year).

6. Traffic Management

- Traffic orders and sign installations were implemented as required.

7. Sidewalk Maintenance

- Carried out surface restoration for third parties.
- Approximately 52.6 cubic meters of concrete (includes curb and gutter and sidewalk panels) was placed (82.8 cubic meters total for the year).
- Approximately 244.5 linear meters was replaced for the period (321 linear meters total for the year).

8. Sidewalk Ramps

- Location for replacement of existing ramps determined. Construction in the third period.
- New sidewalk ramps will be installed with capital projects as required.

9. Trip Hazards

- As per Council Policy PLAN-17 Sidewalk Maintenance, trip hazard inspection survey has been completed; first year of three year cycle.
- Inspection of trip hazards was undertaken by a third party consultant, and will be verified by staff later in the third period.
- Survey determined there are:
 - 3 - No. 1 trip hazards completed this period.
 - 2 - No. 2 trip hazards completed this period.
 - 2 - No. 3 trip hazards completed this period.

10. Bus Shelters

- Normal maintenance schedule is underway including;
 - refuse collection, graffiti removal and power washing of the shelters and sidewalks adjacent to them.
 - several shelters to receive new solar powered lighting panels in third period as panels need to be replaced due to theft.

11. Solid Waste Management

Garbage and Kitchen Scraps Collection:

- Operations normal.
- Number of additional garbage and organics bins purchased to the end of period = 17 (total additional bins purchased since 2014= 338).
- Tonnage of garbage waste stream collected for period = 370.33 (715.09 total for the year).
- Tonnage of kitchen scraps collected for period = 192.85 (387.76 total for the year).
- Tonnage for the year = 1,097.01 (1071.15 total for same period 2019).
- Garbage bins from initial 2014 program rollout are failing.
- New bins have been purchased. Delivery of the new bins to occur in third period.
- CRD is continuing the program of processing kitchen scraps at out of region locations.
- CRD is determining a processing system for kitchen scraps. The exact type of process has not been finalized by the CRD yet.
- The possibility of combining yard/garden waste has been discussed. CRD does not know if this combination will move forward and is supposed to have further discussions with municipalities.

Yard and Garden

- Operations normal.
- Usage of transfer station during period: May to August, 2020:
 - Esquimalt residents = 8,498 (12,601 total for the year).
 - View Royal residents = 6,068 (8,470 total for the year).

- Commercial = 13 (21 total for the year).
- Tonnage removed from site = 1,140.96 (1,596.77 total for the year).
- Tonnage removed in 2019 second period = 736.28 (total for 2019 = 1,089.82).

Recycling

- Operations normal.
- Staff preparing a new contract for tender in 2021.

12. Fleet

- Operations normal.
- Vehicles replacement/new:
 - Fire rescue unit (purchased, awaiting delivery).
 - Brine truck (purchased, awaiting delivery).
 - Crew cab with dump box (purchased, awaiting delivery).
 - Specifications preparation and tender release in third period and first period (2021):
 - Single axle truck with sander and plow
 - $\frac{3}{4}$ ton truck replacement
 - $\frac{1}{4}$ ton truck replacement
 - Two Brine tanks.

13. Work Orders

- Work orders for call outs and/or repairs at View Royal pump stations for the period = 4 (17 total for the year).
- Work orders issued for asphalt/sidewalk repairs following work by other utilities for the period = 61 (70 total for the year).
- Work orders issued for sanitary and storm services (includes capping services) to accommodate new development in the period = 12(13 total for the year).

14. Training

- Training for Public Work staff to occur in the third period/early 2021:
 - Confined Space
 - Spill Response
 - Environmental Operator - Potable
 - Fall Protection
 - Ground Disturbance

15.00. Projects/ Programs

15.1. Corridor/Traffic Study

- Lyall Street Project scope of work for the replacement of asphalt sidewalk and speed control measures approved by Council.
- Construction plans completed in second period.
- Working with CRD to finalize scope of work for Lyall Street segment from Lampson Street to

Head Street.

15.2. Traffic Counts

- Working with a consultant to setup traffic count locations and surveys in third period.

15.3. Controlled Intersection on Tillicum Road

- Consultant carried out high level review for potential location of a controlled intersection along Tillicum Road between Craigflower Road and Tillicum Bridge.
- Location identified as *controlled location* is the intersection of Gorge Park and Tillicum Road.

15.4. Multiple Storm Drain/Sanitary Sewer Main Replacements

- Various sections of main line (storm/sanitary) will be removed and replaced based on condition assessment and criticality.
- Additional locations are being identified by condition assessment from CCTV inspections of lines from Road Corridor Program.
- Identifying locations for repairs.
- Next project to occur in early 2021 along Lampson Corridor.

15.5. Review of Public Works Fuel Tanks

- The study will review the integrity of the fuel tanks at Public Works and confirm the condition of the tanks.
- Review of tanks determined that tanks have a single wall and are not in compliance with today's standards. They are approximately 22 years old.
- There have been significant issues with the cardlock system not functioning.
- Budget request has been made in 2020 for their removal and replacement.
- Working on completion of detailed design and tender in the third period.

15.6. Service Line Modification in Public Works Yard

- Modification is underway on the storm collection laterals within the Public Works Yard
- This project will involve the rerouting of the storm service to the sanitary service in order to better control water quality.
- Design completed and components ordered.
- Approval granted from CRD to discharge into the sewer and amend Township's permit.
- Construction to happen in the third period.

15.7. Inspection of Masonry Structures

- An inventory of the masonry structures has been completed.
- In 2020, a consultant will be retained to assist in the assessment of the structures.

15.8. Replacement of Emergency Generator at Public Works

- A review was carried out of the emergency generator that serves Public works operations, as well as the secondary Emergency Operations Centre. Based on this review, it was determined that the generator was undersized and required replacement in order to meet standby power demands for

operations during an event.

- Installation of the new generator and transfer switch has been completed.

15.9. Parking Study

- This study will be a joint venture between Engineering and Development to look at various aspects of parking both on street and off
- In the third period, a scope of work will be developed for a parking study.
- A consultant will be retained to assist in the study.

15.10. Integrated Resource Management Study

- Contract awarded in early 2020.
- Interim report presented to Council for information.
- Virtual public engagement to be undertaken in second/third period.
- Final report to be presented to Council in third period.

15.11. Municipal Hall HVAC Control System Replacement

- A scope of work has been determined for the replacement of controllers and software program.
- HVAC control system for Archie Browning Sports Centre, Recreation Centre and Municipal Hall has been standardized. As design takes place for the new Public Safety Building, the same software will be utilized.
- Set up for installations of control system has been completed in second period.

15.12. Municipal Hall HVAC System Replacement

- Public Works has retained a consultant to assist with the development of a scope of work and tender package.
- It has determined that all the HVAC units are at the end of their lifespan and need to be replaced.
- Work will occur over a two year period.
- Tender package for Phase 1 to be released in third period of 2020.

15.13. Street Light Replacement Program

- Annual program for replacement will be focused on South Esquimalt - Kinver, Fraser, Juno, Plaskett, etc.
- Lights have been ordered in second period with installation in third period.
- Engineering has developed new light standards based on type of road and location.

15.14. Sidewalk Capital Program

- This project increases the sidewalk network in length and improves connectivity.
- The 2020 program will see the construction of sidewalk along Constance Avenue from 462 Constance to the pathway connecting to Admirals Road.
- Construction to occur in the third period.
- 2019 work that was carried forward was completed in the second period. Area was from Carlisle Street to start of pavers on west side of Comerford.

15.15. Sidewalk Replacement Program

- This project involves upgrading existing sidewalks to current standards.
- The 2020 program will be for the replacement of an asphalt walk with the installation of a concrete sidewalk on Constance Street from Lyall Street to 462 Constance Avenue.
- Work is to be completed in 2020.

15.16. Road Corridor Program

- This program will include modifications of various road corridors for both above and below surface infrastructure.
- Pipe infrastructure inspections have been completed for approximately 29.2 km of 67.5 km of the storm collection system and approximately 26.6 km of 58.5 km of the sanitary collection system.
- A tender will be released in 2020 to continue inspections in 2020.
- A surface evaluation was undertaken in 2019 for a number of items including all roads. The information will be used to determine the maintenance and renewal for road surfaces, sidewalks, streetlights, line paintings and signage and to develop programs for maintenance, replacement or upgrades in 2020.

15.17. ETAG (Esquimalt Together Against Graffiti)

Public Works/Parks Departments continue to carry out work on the public realm as required. Township staff and Victoria Police continue to develop framework for restructuring of ETAG with a review of potential contracted services to be undertaken in the third period.

15.18. Esquimalt Town Square Project

Brown Field Remediation:

- The Certificate of Record and Detailed Site Investigation have been completed.
- Application for Certificates of Compliance occurred in 2019 period.
- Offsite Certificate awarded in late 2019.
- All certificates awarded in second period.
- Monitoring wells decommission in second period.

Storm and Sanitary Relocation:

- New design locations for storm and sanitary service laterals have been completed.
- Temporary storm and sanitary pump stations installed.
- Work has been tendered and working with developer for construction in 2020.
- Pipes were installed in second period with final work completed in third period.

15.19 Active Transportation Study

- Request for proposals to be released late in the second period.
- Evaluation and award in the third period.
- Partial funding received from Province.

15.20 SCADA System Evaluation

Request for proposals to be released late in the third period.

15.21 Fire Control System for Public Works

Started to determine scope of work with request for quotations to be released in the third period.

15.22 Municipal Hall Roof Replacement

Roof replacement will occur after installation of HVAC units.

15.23 Banner Holder Replacement

Request for quotations for the replacement of banner holders to be released in the third period.

15.24 Replacement of Signal at Admirals/Esquimalt Roads

- The westbound leg of the intersection has the signals located on a BC Hydro pole.
- Due to development, BC Hydro has requested that signals be placed on stand-alone features.
- Staff will determine the scope of work and tender documents in the third period. Construction is anticipated in the third period or first period of 2021.

15.25 Westbay Walkway Design

It was identified that the railings of the Westbay Walkway do not meet current standards. The wooden structure is also showing its age and requires increasing maintenance requirements. This project will include reviewing the current structure to determine what work is required and if there should be either an upgrade of the current structure or replacement. Project to be initiated in third period.

15.26 Pathway Reconstruction between Admirals Road and Constance Street

The pathway between Admirals Road and Constance Avenue requires upgrading. At the Constance Avenue entrance, the pathway is not user friendly as it has a step/ramp combination that is difficult to navigate for individuals with mobility issues or wheeled assistance. The project will involve developing a new entrance and constructing it.

Planning will occur in the third period with construction being initiated late in the third period

15.27 Modification of Uganda Pump Station

The pump station's wet well is not designed to allow safe ingress/egress for staff to carry out maintenance and emergency activities. This project will include redesigning the upper portion of the wet well to rectify this safety concern and design will start in the third period with construction in the third period or early 2021.

16.0. Traffic Orders

Number of Traffic Orders issued this period = 2 (7 total for the year).

17.0. Development Applications

- Number of development applications for Engineering comments this period = # (+8 total for the year). This number includes rezoning and subdivision applications.
- Number of building permit applications for Engineering comments = # (+23 total for the year). This number includes demo permits.

2. COMMITTEES

File #:20-479

Engineering staff are not appointed to participate on any Council committees at this time.



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

Staff Report

File #:20-498

PERIOD REPORT

DATE: October 13, 2020

Report No. DEV-20-068

TO: Laurie Hurst, Chief Administrative Officer

FROM: Bill Brown, Director of Development Services

SUBJECT: Development Services Department - 2020 Second Period Report

The following is a report on the activities pertaining to the Development Services Department from May 1, 2020 to August 31, 2020.

I. DIVISION ACHIEVEMENTS AND ACTIVITIES

1. Rezoning Applications / Official Community Plan Amendments

In addition to processing applications submitted previously, the Department received four new rezoning applications in the second period:

- New - 812 Craigflower Road: to amend the zoning from RS-1 to a CD Zone to accommodate a mix of 12 community-living inspired one, two and three bedroom homes. Staff completed the plan review which resulted in a number of recommendations for design changes to this proposal. The applicant is in the process of developing a revised design approach to address staff's concerns.
- New - 1253 Lyall Street: to amend the zoning from RD-3 to a CD Zone to accommodate a 2 lot subdivision. Staff completed the plan review which resulted in recommendations to adapt the existing home to an amended site layout where slightly more land was left associated with the existing home and that home is modestly renovated to offer better connection to the parking area and yard. The applicant responded with new drawings on August 10th and the application was forward to APC for review in September.
- New - 1198 Munro Street: to amend the CD Zone for density from a limit of 2 dwelling to a limit of 3 dwellings. The amendment bylaw was adopted by Council on August 17, 2020.
- New - 872 Old Esquimalt Road: to amend the zoning from RD-1 to a CD Zone to accommodate a 4 unit 3 storey townhouse development with attached. Staff completed the plan review and are forwarding the application to DRC in October for review.
- 820 Dunsmuir Road: to amend the zoning to a CD Zone to accommodate new townhouse units. As requested by Council, a consultant was hired to do an assessment of the heritage value of the existing building on the site.
- 851 Lampson Street: to amend the zoning from RD-3 to a CD Zone to accommodate a 4 unit

townhouse. APC considered the application April 21, 2020 and recommend approval. The application was reviewed by the DRC on May 13th and were pleased with the design approach. The applicant undertook Community Consultation via letter in early September while staff crafted the Zoning Amendment Bylaw and returned it to Council in September.

- 836 Devonshire Road (Lighthouse Brewing): Rezoning Text Amendment to change the use from an on-site tasting room to a liquor lounge. The Advisory Planning Commission provided a recommendation on June 16, 2020. On July 6, 2020 - Council granted 1st and 2nd reading to Bylaw 3003 that authorized a change to the Light Industrial zone to allow a new use, 'Beverage manufacturer with liquor lounge' and resolved to waive the public hearing. On August 4, 2020 Bylaw 3003 was adopted.
- 842 Carrie Street: to amend the Zoning from RS-1 to a CD Zone to accommodate a 2 lot subdivision, adding a new house and renovating the existing house. APC considered the application April 21, 2020. Council considered the application for the OCP amendment for consultation on June 3, 2020 and 1st reading of OCP amendment bylaw and zoning amendment bylaw on Sept 14, 2020.
- 481 Joffre Street: to amend the Zoning for a CD Zone to accommodate a detached accessory dwelling unit. APC considered the application April 21, 2020. Advisory Planning Commission considered the application on April 21, 2020. On June 22, 2020 Council granted 1st and 2nd reading to Bylaw 3003 and resolved to waive the public hearing. August 17, 2020 Council granted 3rd reading to the bylaw. Staff are currently waiting for the applicant to return the executed Section 219 Covenant.
- 876/880 Dunsmuir Road: to amend the Zoning to a CD Zone to accommodate a 6 unit, now revised to a 4 unit townhouse development. DRC considered the application February 12, 2020 and APC considered the application February 18, 2020. Staff crafted the zoning amendment bylaw and presented it to Council on July 6th where Council read it a first and second time and agreed to Waive the Public Hearing as the application is consistent with the OCP. Waived Public Hearing mail notices were sent out July 31st and staff returned the bylaw to Council on August 17th and Council read it a third time. Adoption of Bylaw No. 3000 has been withheld pending registration of a Section 219 Covenant securing amenities offered by the applicant.
- 1048 & 1050 Tillicum Road: to amend zoning from an RD-1 to CD-132 to accommodate a duplex and triplex (5 unit townhouse). Bylaw No. 2994 was read a 1st and 2nd time by Council on March 16th and April 27th respectively. Staff returned Bylaw No. 2994 to Council on June 1st to seek approval to waive the Public Hearing. Waived Public Hearing mail notices were sent out June 22nd and the bylaw was read a third time on July 6th. Adoption of Bylaw No. 2994 has been withheld pending registration of a Section 219 Covenant securing amenities offered by the applicant.
- 874 Fleming Street (Greater Victoria Housing Society): to amend zoning from RM-4 to CD-130 to accommodate a 6-storey, 137 unit, purpose built rental and the existing 77 unit building to be demolished. Bylaw No. 2988 was read a 1st and 2nd time by Council on February 24th. A Housing Agreement has been drafted and twice revised and is currently under review by GVHS and BC Housing. The Housing Agreement Bylaw must be presented to Council and approved in principle prior to staff scheduling a Public Hearing for Bylaw No. 2988.
- 610 & 612 Lampson Street and 1100 & 1004 & 1108 Esquimalt Road: proposal to accommodate a six storey building with 98 residential units (currently revised to 99 units). The application was reviewed by the DRC on November 13, 2019 and by the Advisory Planning Commission on December 16, 2019. Applicant's architect is preparing revisions based on discussions with staff.
- 1072 Colville Road: proposed Duplex reviewed by APC on June 18, 2019. First and second readings were given on November 4, 2019. The Public Hearing was held on December 16, 2019. Staff are waiting for the applicant to provide executed copies for the Form C for the Section 219

Covenant.

- 1076 Colville Road: proposed Duplex reviewed by APC on June 18, 2019. First and second readings were given on November 4, 2109. The Public Hearing was held on December 16, 2019. Staff are waiting for the applicant to provide executed copies for the Form C for the Section 219 Covenant.
- 616-620 Constance Avenue & 619-623 Nelson Street & 1326 Miles Street: a proposal for a 106 unit building with ground floor commercial. Reviewed by the Design Review Committee on January 9, 2019. Reviewed by the Advisory Planning Commission on March 19, 2019. The bylaw received 1st and 2nd readings on August 19, 2019. The Housing Agreement Bylaw received 1st, 2nd, and 3rd readings on December 16, 2019. On May 4, 2020, Council deferred the bylaw until details are further clarified. On May 25, 2020, Council rescinded 2nd reading and read it anew. On June 22, 2020, Council rescinded 3rd reading of the Housing Agreement Bylaw and read it anew a 3rd time. A Public Hearing was held on June 13, 2020 and the amendment bylaws were adopted on August 31, 2020.
- 916/920 Old Esquimalt Road: a proposal for 5 new single family homes to replace existing homes. Reviewed by the APC on July 17, 2018. The bylaw received 1st reading on March 4, 2019 and 2nd reading on June 10, 2019. The Public Hearing was held on July 15, 2019, and the amending bylaw received 3rd reading. Staff negotiated the Section 219 Covenant and registration on the titles of the two parcels was confirmed by the applicant. Council adopted Bylaw No. 2948 on June 22, 2020.
- 636-640 Drake Avenue: a proposal for 8 new townhouses (revised to 7 new townhouses in 2020). Reviewed by the DRC on July 17, 2018. Reviewed by APC on October 16, 2018. Council authorized OCP consultation circulation on December 17, 2018. The OCP amendment bylaw no. 2950 and zoning amendment bylaw no. 2951 received 1st and 2nd readings on April 1, 2019. Public Hearing was held on December 2, 2019. A second Public Hearing was held on March 16, 2020 and the bylaws were granted 3rd reading. July 6, 2020 both bylaws were adopted after confirmation that the Section 219 covenant was registered on the properties' titles.

2. Development Permit (DP) Applications

In addition to the existing development permit applications that staff continued to process, the department received five new applications in the second period and six applications to amend existing Development Permits:

- New - 485 Head Street: DP application to create a front porch and separate entrance into the rentable suite/office. Council approved the development permit application on July 6, 2020.
- New - 1235 Esquimalt Road: DP application to allow the subdivision of a lot with an existing development nearing the end of construction. Council approved the development permit at their July 13, 2020 meeting.
- New - 836 Viewfield Road: DP application for façade changes to existing building, outdoor patio & tasting area. Scheduled to be reviewed by DRC on October 14, 2020.
- New - 636 & 640 Drake Avenue: DP application for 7 townhomes. Considered by Design Review Committee on September 9, 2020, applicant is working on revisions to form and character of the buildings.
- New - 616 & 620 Constance Avenue, 619 & 623 Nelson Street and 1326 Miles Street: DP application for a 12 storey traditional concrete mixed use building. The application was presented to

the Design Review Committee on September 9, 2020.

- 937 Colville Road: DP application for six 2-bedroom units Considered by the Design Review Committee on March 11, 2020. Approved by Council May 25, 2020.
- 451 Constance Avenue: DP application is for detached garage. The development permit was approved by the Director of Development Services on May 11, 2020.
- 681 / 685 Admirals Road: DP application for a 47 unit apartment building. Council approved the development permit application on June 22, 2020.
- 923 Craigflower Road: DP/DVP application for a new detached 4 vehicle garage. Considered by the Advisory Planning Commission on June 16, 2020. DVP mail notices sent out June 29th. DVP was approved by Council on July 13, 2020.
- 469 Sturdee Street: DP application for a new duplex. Reviewed by the Advisory Planning Commission on April 27, 2020. Approved by Council May 25, 2020. Issued by the Director of Development Services June 22, 2020 upon receipt of the landscaping security.
- 429 Lampson Street: DP application for a marketing sign. Considered by Council February 3, 2020 - applicant instructed to consider a smaller sign for this location and bring it back to Council. Approved by Council October 5, 2020.
- 1198 Munro Street: DP application for a new single family dwelling.

3. Development Variance Permit (DVP) Applications

In addition to continuing to process existing DVP applications, five new DVP applications were received during the second period.

- New - 1085/1093 Gosper Crescent: Variance for minimum lot size, rear setback, and the reduction of required parking spaces for a 3-lot subdivision that would retain two existing single family dwellings. Council approved the development variance permit application on July 6, 2020.
- New - 856 Isbister Street: Variance to allow a parking space to be in front for the principal building. Council approved the development variance permit application on July 6, 2020.
- New - 1151 Esquimalt Road: Variance for a new pylon sign.
- New - 955 Colville Road: Variance for southern retaining wall height. Considered by the APC on June 16, 2020. Approved by Council July 6, 2020.
- New - 836 Viewfield Road: Variance for building height. Considered by the APC on September 22, 2020.
- 937 Colville Road: Variance for building height. Approved by Council May 25, 2020.
- 1336 Wood Street: Variance for side yard setback from 3.0 m to 1.5m to accommodate a new Single Family Dwelling. Council approved the development variance permit application on June 1, 2020.
- 1336 Wood Street: Variance for side yard setback from 3.0 m to 1.5 m to accommodate a new Single Family Dwelling. Council approved the development variance permit application on June 1, 2020.
- 923 Craigflower Road: Variances for building dimensions for a 4 vehicle detached garage. Considered by the Advisory Planning Commission on June 16, 2020. DVP mail notices sent out June 29th. DVP was approved by Council on July 13, 2020.
- 429 Lampson Street: Variance to vary the permissible dimension of marketing signage. Considered by Council February 3, 2020 - applicant instructed to consider a smaller sign for this

location and bring it back to Council. Staff waiting for submission of new plans. Approved by Council October 5, 2020.

- 429 Lampson Street: Variance to vary footprint of the principal building to accommodate addition to terrace on east elevation. Considered by the APC on December 17, 2019. Waiting for revised plans.

4. Board of Variance Application (BOV)

Two new applications were received.

- New - 815 Elrick Place: Board of Variance for a new accessory building (carport) in existing driveway.
- New - 455 Sturdee Street: Height and site coverage variance.

5. Heritage Alteration Permits (HAP)

429 Esquimalt Road (Rosemead House): 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.

6. Subdivision Applications

In addition to continuing to process existing Subdivision Applications, no new Subdivision Applications were received during the second period.

- 1158 Craigflower Road - Subdivision Application to create 2 lots. Approved by the Subdivision Approving Officer on September 21, 2020.
- 901 Selkirk Avenue - Subdivision Application to create 2 additional lots - waiting for subdivision servicing agreement to be executed.
- 916 / 920 Old Esquimalt Road - Subdivision Application to create 3 additional lots for a total of 5 lots.
- 615 Bryden Court - Subdivision Application to create 2 lots
- 1235 Esquimalt Road - Subdivision Application to subdivide 4 buildings into 3 parcels plus a remainder parcel. Approved by the Subdivision Approving Officer on August 13, 2020.
- 1198 Munro Street - Subdivision Application to create 2 lots. The application was approved by the Subdivision Approving Officer on June 8, 2020.
- 808 Viewfield Units A, B & C - Subdivision Application to covert existing warehouse into 3 strata lots. Waiting for occupancy to be granted.

7. Temporary Use Permit [TUP] Applications

In addition to continued processing of existing TUP applications, no new TUP applications were received during the second period:

- 460 / 464 Head Street: TUP for a construction lay down area for Westbay Quay Phase 1 Development.

8. Legal Documents

Processed multiple Housing Agreements and Section 219 Covenants.

9. Other Planning Projects

Detached Accessory Dwelling Unit Legalization

- Developed webpage dedicated to DADUs
- Created survey for public engagement
- Ran survey
- Analyzed results of survey

10. Consultation

- Staff participated in a number of pre-application consultations with various developers and architects actively preparing submissions for multiple family residential projects.
- Consulted with developers and commercial realtors to identify possible sites for small lot infill, commercial mixed use, and high density residential development in Esquimalt.
- Fielded a significant volume of realtor, appraiser, developer, and potential home buyer inquiries regarding properties in Esquimalt.

11. Economic Development

- Many applications are inextricably linked to economic development. For example, staff have processed several applications related to the advancement of the brewery industry in Esquimalt.

12. Sustainability

- Worked with Community Energy Association to develop engagement plans for the Climate Action Planning Project.
- Held first two workshops with stakeholders for climate mitigation planning.
- Participated in monthly updates for Residential Retrofit Acceleration Project (RRAP)
- Worked with RRAP partners to develop Bring it Home 4 Climate pilot project, to encourage homeowners to upgrade heating and envelope systems.
- Signed agreement with Clean BC to deliver \$5000 in rebates to Esquimalt homeowners for switching from Natural Gas or oil to heat pump systems.
- Refined oil tank permit data in preparation for oil tank mailout to homeowners.
- Established oiltank@esquimalt.ca <<mailto:oiltank@esquimalt.ca>> email for homeowners to ask about previous permits and obtain information on fuel switching.
- Prepared articles for The Current on climate action and oil tanks.
- Completed four virtual workshops with Esquimalt stakeholders for input on Climate Adaptation Planning Guide.
- Completed writing and editing Adaptation Planning Guide.
- Completed Carbon Tax and greenhouse gas emissions inventory for required reporting to province. Rebated approximately \$40,000 for Sustainability Reserve Fund from Carbon Tax credits.
- Attended workshop for municipal staff on implementing Step Code.

- Attended workshop for municipal staff on the updated sea level rise and tsunami mapping project done by the CRD.

13. Geographic Information System (GIS)

- Provided digital data to the Integrated Cadastral Information Society.
- Created and updated online maps and specific thematic maps for staff.
- Provided mapping services to other departments as requested.
- Prepared a fire hydrant map for the Fire Department.
- Updated fire hydrant information in collaboration with City of Victoria and DND.
- Building inventory with attributes for use, residential units, year of construction, and storeys as the basis for the Housing Inventory report.

14. Other

- Worked with the Chief Administrative Officer, the Corporate Officer, and Legal Counsel to work out the logistics of waiving public hearings and conducting electronic public hearings.
- Reviewed numerous Building Permit applications for compliance with development permits and zoning regulations.
- Reviewed 33 Business Licence Applications for Zoning Compliance.
- Responded to 92 inquiries for property information
- Attended several Urban Development Institute webinars.
- Attended several Housing Needs Report meetings via Zoom.
- Attended a meeting with the consultant preparing the Township's Housing Needs Report (in partnership with the CRD and several municipalities) via Zoom.
- Created two new forms for the website (Building plans request form and a Property Information Letter Form).
- Participated in EOC COVID-19 meetings.
- Supported the Director of Engineering and Public Works with background research related to the Integrated Resource Management study.
- Worked with Corporate Services to transition the APC/DRC/BOV to Granicus and electronic meetings.
- Supported the CAO with numerous documents related to the new library.

15. Training

Staff attended the following training sessions:

- Staff attended a number of webinars.

16. Statistics

See Attachment No. 1 for status of existing housing applications.

II. COMMITTEES

File #:20-498

Advisory Planning Commission:

The Advisory Planning Commission met twice in the second period and reviewed 9 applications.

Design Review Committee:

The Design Review Committee met once in the second period and reviewed 2 applications.

Environmental Advisory Committee:

The Environmental Advisory Committee met twice in this period.

Board of Variance:

The Board of Variance did not meet in the second period.

Project Address	Application Type	Number of Rental Units	Number of Owned Units	Number of Institutional Units	Total Number of Units	Housing Type
622 Admirals Road - Esquimalt legion	Building Permit	95	38	48	181	Apartment Seniors
681& 685 Admirals Road	Development Permit	48	0	0	48	Apartment
838- 842 Admirals Road	Building Permit	28	0	0	28	Apartment
937 Colville Road	Building Permit	0	6	0	6	Townhouse
955 Colville Road	Building Permit	0	10	0	10	Townhouse
616-620 Constance Avenue & 619-623 Nelson Street &1326 Miles Street	Development Permit	129	0	0	129	Apartment
638 & 640 Constance Avenue & 637 Nelson Street	Building Permit	71	0	0	71	Apartment
669 Constance Avenue	Development Permit	0	83	0	83	Apartment
812 Craigflower	Rezoning	0	12	0	12	Apartment
636 Drake Ave	Development Permit	0	7	0	7	Townhouse
819/821/823 Esquimalt Road	Rezoning	110	0	0	110	
820 Dunsmuir Road	Rezoning	0	9	0	9	Townhouse
835 Dunsmuir Road	Building Permit	0	32	0	32	Apartment
876 Dunsmuir Road	Development Permit	0	4	0	4	Townhouse
1235 Esquimalt Road - Esquimalt Town Square	Building Permit Occupancy granted for Building A	34	68	0	102	Apartment
856/858 Esquimalt Road	Rezoning	0	168	0	168	Apartment/ Townhouse
899 Esquimalt Road - Pacific House	Development Permit	0	66	0	66	Apartment
1379 Esquimalt Road - St. Peter/St. Paul	Section 219 Covenant	24	0	0	24	Apartment
1100-1108 Esquimalt Road	Rezoning	0	99	0	99	Apartment/ Townhouse
615 Fernhill Road	Building Permit	0	10	0	10	Townhouse
874 Fleming Street (net 60)	Rezoning	137	0	0	137	Apartment

474 Head Street - Triangle Lands	Rezoning	0	73	0	73	Apartment
Project Address	Application Type	Number of Rental Units	Number of Owned Units	Number of Institutional Units	Total Number of Units	Housing Type
460 to 464 Head Street - West Bay Quay	Rezoning	0	12	0	12	Apartment
429 Lampson Street - English Inn	Development Permit	0	227	0	227	Apartment/ Townhouse
851 Lampson	Rezoning	0	4	0	4	Townhouse
872 Old Esquimalt Road	Rezoning	0	4	0	4	Townhouse
1052 Tillicum Road	Occupancy Granted	0	5	0	5	Townhouse
1048 & 1050 Tillicum Road	Rezoning	0	5	0	5	Townhouse
Total:		676	942	48	1666	

Table 1 Number of dwelling units proposed as per active rezoning, development permit, and building permit applications in process on October 14, 2020.



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

Staff Report

File #:20-496

PERIOD REPORT

DATE: October 14, 2020

Report No. P&R-20-005

TO: Laurie Hurst, Chief Administrative Officer

FROM: Scott Hartman, Director of Parks and Recreation Services

SUBJECT: Parks and Recreation Services Department - 2020 Second Period Report

The following is a report on the activities pertaining to the Parks and Recreation Services Department from May 1, 2020 to August 31, 2020.

I. DIVISION ACHIEVEMENTS AND ACTIVITIES

1. Parks Services

- A Branch Out event was held on August 22 at Esquimalt Gorge Park, with a focus on invasive removal in the estuary.
- The irrigation was extended at Anderson Park Community Gardens.
- The MAF waterfront parks project construction began at Esquimalt Gorge Park.
- A remediation plan was prepared for the Fleming Beach rock climbing wall.
- New soccer goals were purchased for Bullen Park in partnership with Gorge Soccer.
- The 2021 Tree Removal/Planting Plan was finalized with a focus on the industrial neighbourhood and Esquimalt Gorge Park as per the Urban Forest Management Plan.
- There were 13 Boulevard/Park trees removed.
- There were 26 Boulevard/Park trees pruned and trained.
- There were 3 Boulevard/Park trees planted.
- There were 39 tree removal permit applications submitted, 5 permit applications were denied, for a total of 84 trees approved for removal. 5 of the approved permits were a result of approved development permits, resulting in 25 approved tree removals.
- There were 15 tree pruning permit applications; all 15 permits were approved for a total of 24

trees pruned.

- Park bookings May - August 2020:
 - Saxe Point Park - 22
 - Esquimalt Gorge Park - 10
 - Macaulay Point Park - 7
 - Bullen Park - 61
 - L'Ecole Brodeur - 21
 - Colville Sport Courts - 0
 - Memorial Park - 20

2. Recreation Services

Marketing and Registration

- There were 7133 single admission registrations for services in both Centres.
- Pass sales were:
 - 10 Admission - 73 sold
 - 25 Admission - 78 sold
- Esquimalt Parks & Recreation social media platforms continue to have a strong following; 4,311 followers on Twitter (up from 4,295 last period), 6,000 on Facebook (up from 5,010 last period) and 1,747 on Instagram (up from 1,408 last period).
- Client satisfaction surveys regarding COVID 19 have been posted to the municipal website to invite program participants to provide feedback. 1,003 individuals responded and provided feedback on what offerings they'd like to see returned during our phased re opening. We used this data to asses Fall program options.
- Targeted client satisfaction surveys were issued for summer camp participants, with 105 being returned. 97.14% of respondents indicated they are satisfied with the product offered (76.19% strongly agree; 20.95% agree) and 97.14% indicating they will recommend our camps to others (78.10% strongly agree; 19.05% agree).

Health & Fitness

- The Wellness Centre opened for advanced registration starting on June 23rd-June 25th. This was a soft launch, offering 3 sessions per day: 7:00am-9:00am, 11:30am- 1:00am and 5:30pm-7:00pm. The following week the schedule expanded to six session per day, Monday to Friday, starting at 6:30am and ending at 7:00pm. Saturdays had 2 sessions; from 8:00am-10am and one from 10:30am - 12:00pm. Maximum numbers in each session was 20 people. Total registration

from June 29- August 31st in all Wellness Centre sessions was 3,589.

- Drop-in Fitness Classes (by advanced reservation) started July 6th. Currently we have 11 classes per week. Total registration from July 6th to August 31st was 713.

Arts, Culture, Social & Special Interest Programs

- Due to the COVID pandemic and BC Health advisories, in-house programming was cancelled during this time period.
- Some programs ran virtually via Zoom, including:
 - Music Jam: Weekly drop-in program beginning May 2020, with an average of 20 people participating each week.
 - Tiny Tutus: 6-week dance program for pre-schoolers 3-4 yrs, with 10 kids registered.
 - Pen Ink & Watercolour: 6-week art program for adults, with 9 people registered.

Recreation Facilities

- The installation of new LED lighting was completed in several areas of the Sports Centre and Recreation Centre.
- During the closure of facilities due to COVID-19, maintenance staff in both facilities conducted a series of preventative repairs and interior painting. Most high traffic areas of both facilities were painted; including the hockey and curling rinks, the pool area, weight room and all activity rooms.
- Replacement of the rest of the hockey glass stanchions was completed.
- Replacement of the air handling duct socks in the pool deck area was completed.
- During shutdown the pools, pool decks and change room areas were grouted.
- Major repairs were completed on the tots pool skimmer and gutter.
- A new epoxy coating was applied to both of the drains in the 25 meter pool.
- Glass barriers were installed at reception in the Recreation Centre providing staff protection as part of COVID protocols.
- Additional PPE has been purchased, to protect employees, and hand sanitizing stations have been added at all doors as part of COVID protocols.

Preschool, Children, Arena and Youth Services

- Due to our COVID-19 Shut Down in March, no preschool or OSC programs were offered May

1 - June 29.

- Due to COVID-19 Shut Down in March no youth programs were offered May 1 to August 31.
- To ensure our entire summer camp program ran, we worked with multiple agencies to implement COVID-19 adaptations. Even with these restrictions we still managed to run every camp in our schedule while still maintaining a safe environment for our staff and campers.
- Our Youth Leadership program ran at full capacity. The week focused on developing leadership skills and maintaining interest in the program.
- Offered 3 youth specialty camps that all ran with high numbers.

Community Development and Events

- The Community Development section functioned in a support role to assist in the transition of some events to an online format or to an adapted COVID safe format.
- Esquimalt Earth Day transitioned to an online, week long, Township-wide event hosted on the Parks and Recreation Facebook page and the municipal website. The Event consisted of videos, activities for children and families, and an online seminar for the public.
- Other online events included: World Migratory Bird Day in conjunction with Naturehood YYJ and World Ocean's Day with the World Fisheries Trust.
- We hosted a free workshop on Zoom for "Growing your Own Food" by the Compost Education Centre. This workshop was attended by the maximum of 20 people.
- We developed significant online content for social media and the website to communicate recreation updates and new protocols and processes - including video demonstrations.
- We supported Esquimalt High School on their 2020 graduation parade event.
- We supported Esquimalt Ribfest to alter their event to a Virtual Ribfest.
- We supported the Esquimalt Farmers Market with their transition to Bullen Park and then the Lacrosse box.
- We launched a Branch Out Community Stewardship Program in Saxe Point Park. The program will expand to Highrock Park, Macaulay Point Park, and Esquimalt Gorge Park in the Fall.
- We assisted the United Way with their "Hi Neighbour" program launch and grant reviews.

Aquatics

- The aquatic facility remained closed from May 1st to August 31st.

Facility Bookings and Events

- Due to COVID, the Recreation Centre and the Archie Browning Sports Centre remained closed for events and bookings from May to August 2020.

II. COMMITTEES

- The Parks and Recreation Advisory Committee did not meet during this period.



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

Staff Report

File #:20-494

PERIOD REPORT

DATE: October 07, 2020

Report No. FIRE-20-004

TO: Laurie Hurst, Chief Administrative Officer

FROM: Chris Jancowski, Fire Chief

SUBJECT: Fire Department - 2020 Second Period Report

The following is a report on the activities pertaining to the Fire Department from May 01, 2020 to August 31, 2020.

I. DIVISION ACHIEVEMENTS AND ACTIVITIES

1. Operations Division

Call Type and Volume		Routine Activities	
Alarm calls	43	Assist other agencies	0
Assist public	20	Bylaw / Fire Code inquiries	2
Burning complaint	16	General inquiries	0
Hazardous material	4	Oil tank inspections	49
Medical aid	29	Placed on standby (C.S.R.,Fire)	2
Misc.	9	Plan review	5
Motor vehicle incident	8	Public ed. / hall tour	1
Other fire	6	Fire investigations	0
Structure fire	9	Business licences	19
Technical rescue	1	Car seat inspection	0
Electrical related	6	Assist public	6
Total Period	151	Total Period	84
Responses YTD	396	Activities YTD	172

- Noteworthy Emergency Response

July 21, 2020

Esquimalt Fire Department responded to a multi-jurisdiction interface fire on Mill Hill. This fire was located on the municipal border between the Town of View Royal and the City of Langford. Quick response by several Westshore fire departments combined with the air and ground support of the British Columbia Wildfire Service led to the quick control of this multi-acre fire within a few hours.

2. Community Services

Prevention Activities

In the second period of 2020, fire prevention activities continued to change significantly due to the COVID 19 pandemic.

The department has resumed company level fire safety inspections as part of the department's phase two restart plan. These inspections are focused on keeping residents and businesses safe as they reopen or continue operations.

Since March 2020 the department has suspended in-person public education activities, but continually looks for new opportunities to engage with the public. The department has recently completed some filming in efforts to create a smoke alarm video. The goal of the video is to create smoke alarm awareness and to promote our annual smoke alarm program.

The department was unable to conduct the summer car seat installation workshops this year but has continued to change education methods due to COVID. As an alternative for residents the department added additional information with online materials to webpage for the safe installation of car seats.

- BC Fire Code Inspections

The following table outlines the company inspection activities during 2020.

2020 Company Inspections			
Platoon	Total Premises	Inspections Completed	Inspections to be Completed
A	123	91	32
B	137	55	82
C	126	86	40
D	147	78	69

- Pre-Incident Planning

The department has continued to develop our pre-incident plans for structural buildings.

During the last four months, the department has completed another 24 pre-incident plans bringing our total number to over 459 plans to date. This represents approximately 91% of the multi-residential, commercial and light industrial buildings. These plans are used to quickly access and control building utilities to reduce property loss or to quickly locate and access people in medical distress.

3. Department Services

In May, the department started many preventative maintenance routines early due to COVID. These routines include the testing of fire hose and deep cleaning and waxing of apparatus.

Department training continued over this period with topics such as tabletop scenarios with all Captains. These scenarios allow members to practice scene management skills in controlled settings with scaled models.

All members of the department participated in driving evaluations by a third party. These evaluations provided an external confirmation of skills while providing additional value added skills.

In August, the department conducted tours of the new CRD Wastewater Treatment Facility. As construction is starting to wrap up, members are conducting tours to ensure knowledge of the site and any site specific hazards.

4. Administrative Services

The department began working with the City of Surrey on the development of new situational awareness software called Active Incident Viewer. This software will enable departments to gain a visual awareness of emergency calls and apparatus locations during large scale events.

In August, the department submitted a request for a Fire Underwriter's update. This update is focused on improvements relating to fire dispatch, department services and fire prevention activities. The results of this review will be received near the end of the year.

II. COMMITTEES

Esquimalt Fire Department members were actively involved with numerous local and regional initiatives, including:

- Greater Victoria Fire Chiefs' Association
- British Columbia Fire Chiefs' Association
- CRD Regional Hazardous Materials Response Planning Committee
- Greater Victoria Fire Training Officers' Association
- Fire Training Officers' Association of BC
- Fire Prevention Officers' Association of BC
- Greater Victoria Fire Prevention Officers' Association
- Department Safety Committee

File #:20-494

- BC Burn Fund