



Strategic Priorities Report

2019-2023

UPDATED JANUARY 2022

Township of
ESQUIMALT

Our vision

The Township of Esquimalt is a vibrant, distinct and diverse community for people to discover and belong.

Our mission

The Township of Esquimalt works to make our economic, cultural, social and environmental community a better place for today and for the future.

Our core values

Accountability

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

Integrity

We practice 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 teamwork, partnerships, innovation and creativity.

Passion

We approach our work with conviction and enthusiasm.



Image: "Welcome" pole at Esquimalt Town Square

Strategic priorities

Strategic priorities are the issues that create a gap between the ideal and reality. Priorities are long-term and are aligned with the Township's Mission and Vision.



We strengthen the health, livability and diversity of the community



We encourage a resilient and diverse economic environment



We will build and enhance partnerships with community groups and other governments



We efficiently and effectively provide local services and infrastructure



We achieve excellence in public service

Our goals and operational strategies

Goals are big picture, where the Township hopes that our efforts will ultimately bring us.

Operational strategies are actions that work to close the gap between where you are starting from and where you want to be, how you intend to reach the strategic goal.



Image: Gorge Waterway

HEALTHY, LIVABLE AND DIVERSE COMMUNITY

Support community growth, housing and development consistent with our Official Community Plan (OCP)

- Draft parking strategy and update parking bylaw
- Prepare minor housekeeping amendments to official community plan
- Complete staff report on implications and costs to develop neighborhood design guidelines for the entire community

Support multi-modal transportation strategies that reflect the cumulative impact of business and residential development

- Develop strategies from Active Transportation Plan and best practices to enhance road corridors
- Improvements to Lyall Street from Head to Lampson utilizing funding from wastewater treatment facility agreements

Support the arts, culture and heritage community

- Finalize and present Public Art Plan for Council consideration
- Provide training for Advisory Planning Commission members on heritage values
- Explore opportunities for temporary relocation of Archives during PSB construction
- Develop complete inventory of archival material
- Ensure wastewater treatment plant funds utilized fully (money for roadwork is outstanding)

Enhance opportunities for Parks & Recreation

- Complete decision process for 880 Fleming Street and Parkland Acquisition Fund
- Implement Saxe Point Park natural area management plan (plan is for 15 years)
- Complete Esquimalt Gorge Park restoration and education plan
- Initiate operations for new Gorge Park Pavilion

Fully utilize the \$17 million McLoughlin amenity funds to maximum potential

- Finish construction of Gorge Park Pavilion
- Finalize design and award construction tender for Public Safety Building (PSB) utilizing McLoughlin amenity funds

Advance the work of reconciliation with Indigenous Peoples

- Focus on economic development in addition to funding of Indigenous art projects in the Township through engagement protocols
- Work to update and upgrade signage for Tillicum Bridge First Nations midden site
- Host First Nations Emergency Services Society firefighting competition
- Develop protocols for working in areas of archaeological significance

Control deer in partnership with other governments

- Continue with public education program including results of study
- Conduct immunocontraception study

Develop and implement strategies that reduce impact on the environment consistent with our Climate Action Charter goals

- Consolidate energy efficiency reports for public buildings and identify gaps
- Finalize a Climate Adaptation Plan
- Finalize a Climate Action Plan
- Review all emergency policies and programs to ensure that they recognize and reflect climate change
- Review tree protection bylaw to ensure best practices

Develop health strategies for our community

- Create Social Wellness Checklist
- Support Emergency Response awareness



Support the arts, culture and heritage community objective: "Finalize and present Public Art Plan for Council consideration."

Image: Planning stage of mural at 533 Admirals Road as part of 2021 Esquimalt Mural Festival.

BUILD AND ENHANCE PARTNERSHIPS

Work with Esquimalt and Songhees First Nations to support economic, cultural, social and environmental opportunities

- Organize regular Community to Community forums
- Consult and engage with First Nations on update of Economic Development Strategy
- Continue to support First Nations events utilizing Township communication tools
- Youth Fire Academy includes a focus on Esquimalt and Songhees First Nations

Work with governments, school districts and stakeholders to enhance relationships and advance issues impacting the community

- Continue to advocate for improvements to sustainable regional transportation initiatives
- Collaborate on Esquimalt High joint turf field grant application
- Work with VicPD on new Esquimalt Together Against Graffiti (ETAG) program

Work with Esquimalt community groups to advance economic, cultural, social and environmental opportunities

- Begin implementing recommendations from Climate Adaptation and Mitigation Plans
- Expand community gardens

RESILIENT AND DIVERSE ECONOMIC ENVIRONMENT

Develop and seek opportunities for the Municipal Lands within the Esquimalt Town Centre

- Monitor construction of new library space

Support revitalization and beautification initiatives along Esquimalt Road

- Develop and implement façade beautification program
- Implement recommendations from the Active Transportation Network Plan
- Banner refreshment and replacement program

Boost investment in the local economy and promote the growth and diversity of businesses

- Increase engagement with local economic development organizations to raise awareness of Esquimalt amenities
- Recruit for economic development position as per recommendations from SIPP project

LOCAL SERVICES AND INFRASTRUCTURE

Identify infrastructure repair and proactively plan for replacement needs

- Public education for Inflow and Infiltration Management Plan
- Continued implementation of sidewalk master plan
- Continued implementation of roadway master plan
- Street lighting improvements and upgrades
- Explore local initiatives for other waste streams—Integrated Resource Management/CRD projects
- Remove and replace underground fuel tank at public works yard

Identify long term financial requirements for local services and infrastructure

- Complete and update infrastructure and asset inventory
- Development of asset management strategy and plans

Promote opportunities to share services where operationally and financially beneficial

- Develop clear guidelines on roles and responsibilities for storm drain spill events
- Work towards establishing regional emergency support services
- Explore opportunities for service agreements with First Nations
- Host workshops to train other fire departments in the region technical rescue

Work to achieve equitable costing and optimization of policing in Esquimalt

- Explore all possibilities to ensure compliance with Victoria and Esquimalt Police Framework Agreement
- Review all alternatives for provision of police services to the community
- Staff report to Council on Community Policing Public Engagement initiative

Support ongoing improvements to transportation corridors

- Evaluate transportation corridors for opportunities and options for enhancement
- Develop an Active Transportation Network Plan
- Implement strategies from the Active Transportation Network Plan
- Participation on CRD Regional Transportation working group

Plan for continuity of core local services and infrastructure in the event of an emergency

- Monitor and review changes to the Emergency Program Act when released to determine impacts to the Township
- Complete revamp of Neighbourhood Emergency Preparedness Program
- Expand volunteers for emergency support services and radio programs
- Update and distribute CRD tsunami map



Image: Cycling is a popular mode of transportation in Esquimalt.

EXCELLENCE IN PUBLIC SERVICE

Support Chief Administrative Officer to maintain an organizational culture of collaboration, learning and engagement consistent with the Township's core values

- Continued education for staff on diversity and inclusivity including cultural awareness training
- Continued education for staff regarding supervisory and management training
- Complete strategic plan for fire department

Ensure capacity is adequate to support the goals in the Strategic Plan

- Ensure that effective succession planning continues throughout the organization.
- Ensure programs in place to ensure effective retention of employees including review of long service awards and other employee recognition programs
- Work with senior leadership team to develop operational strategies and budgets to achieve strategic goals
- Develop recruitment and retention strategies for parks and recreation staff

Engage, respect and respond to the needs of our community

- Review and update of website to ensure best practices in accessibility and overall user experience
- Implement increased online functionality
- Explore opportunities for public engagement regarding annual budget process
- Improve efficiency of Council and Committee meetings by updating the Council procedure bylaw
- Research and evaluate engagement software as a tool to improve public outreach for projects and initiatives
- Inventory existing Township branded collateral and increase stock of items where suited to public engagement efforts

Township of Esquimalt

1229 Esquimalt Road
Esquimalt, BC V9A 3P1
250-414-7100



Painting: 1921 MCollis, "Evening Lone Tree Kinver"

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instagram.com/esquimaltbc

Operational Strategies 2019 – 2023: 2022 Third Period

HEALTHY, LIVABLE AND DIVERSE COMMUNITY

Operational strategies	Responsibility	Progress
Support community growth, housing and development consistent with our Official Community Plan (OCP)		
Draft parking strategy and update parking bylaw	Engineering & Public Works Development Services	The final round of public input occurred during the third period. Work on both documents is progressing.
Prepare minor housekeeping amendments to Official Community Plan	Development Services	Staff are having weekly meetings to discuss proposed amendments
Complete staff report on implications and costs to develop neighbourhood design guidelines for the entire community	Development Services	Due to workload, this initiative will not be started until late 2023.
Complete Development Capacity Assessment and present final document to Council with staff report.	Development Services	Staff report will be delivered to the Feb 2023 COTW with the outline for the RFP.
Support multi-modal transportation strategies that reflect the cumulative impact of business and residential development		
Develop strategies from Active Transportation Plan and best practices to enhance road corridors	Engineering & Public Works	Applied for grant funding for Tillicum active transportation improvements through the Federal Active Transportation Fund and BC Active Transportation Infrastructure Grant; waiting on results. Installed new school zone, playground zone, and crosswalk vertical signs through ICBC funding in the second period. ICBC providing funding contribution for Lyall Street Improvements. Continue to review development frontage opportunities to enhance road corridors.
Improvements to Lyall Street from Head to Lampson utilizing funding from wastewater treatment facility agreements	Engineering & Public Works	Detailed design complete. Council awarded construction contract in third period. Construction to begin in early 2023.

Operational Strategies 2019 – 2023: 2022 Third Period

Operational strategies	Responsibility	Progress
Support the arts, culture and heritage community		
Finalize and present Public Art Plan for Council consideration	Parks & Recreation	Public Art Plan was adopted by Council on July 11, 2022. Public Art Plan implementation will be included in 2023 budget presentation.
Provide training for Advisory Planning Commission members on heritage values	Development Services	Completed
Support the arts, culture and heritage community (cont'd)		
Explore opportunities for temporary relocation of Archives during PSB construction	Corporate Services	Moved to new temporary location and reopened to the public in September. Address of new location is 103-1249 Esquimalt Road.
Develop complete inventory of archival material	Corporate Services	Completed a project to improve description of approximately 3,500 items on the public-facing website. This project showcases the work that has already been done towards a detailed inventory of the archival collection. A high level inventory that recorded the number and type of boxes in the archival collection was created. There are approximately 20,000 other items within these boxes that needed to be further inventoried. This detailed inventory was delayed as a result of the relocation of the Municipal Archives in the period. More detailed item-level inventories is a long-term project that will not be completed until after the PSB is finished and Archives moves to its new permanent home with all archival material stored onsite.
Ensure wastewater treatment plant funds utilized fully (money for roadwork is outstanding)	CAO	All funds have been allocated, with associated projects to be completed in spring 2023.
Enhance opportunities for Parks & Recreation		
Complete decision process for 880 Fleming Street and Parkland Acquisition Fund	Development Services CAO	This project is proceeding in accordance with the Purchase and Sales Agreement. Staff are waiting for the applicant to submit the building permit application

Operational Strategies 2019 – 2023: 2022 Third Period

Operational strategies	Responsibility	Progress
Enhance opportunities for Parks & Recreation (cont'd)		
Implement Saxe Point Park natural area management plan (plan is for 15 years)	Parks & Recreation	The installation of a split rail fence around the owl habitat area is complete. Removal of invasive species occurred throughout the month of September and planting of 170 native shrubs and trees occurred on October 1 st as part of a partnership with the Greater Victoria Green Team.
Complete Esquimalt Gorge Park restoration and education plan	Parks & Recreation	<p>The Gorge Creek salt marsh restoration project is complete. Partners included world fisheries trust, Songhees first nations archaeology monitor, and the Pacific Salmon Foundation. The new channel includes large and coarse woody debris, boulders, a pathway with a lookout area and native tree and shrub planting. Bird perches were installed to provide complex habitat.</p> <p>Engagement, planning and design of the green shores demonstration project will continue into 2023. A grant has been received through Stewardship Centre BC for \$62,000 for restoration. A second grant application through CEPF has been submitted for restoration. Permitting for this project will also begin in the new year.</p>
Enhance opportunities for Parks & Recreation (cont'd)		
Initiate operations for new Gorge Park Pavilion	Parks & Recreation	<p>Rental operation began on June 1, 2022. Facility rental information and request form is now available on the Township website. Pavilion grand opening occurred on June 18, 2022.</p> <p>Pavilion had a successful 2022 after the grand opening with many rentals and events happening.</p> <p>The Pavilion is open 7 days a week with hours of operation posted online.</p>

Operational Strategies 2019 – 2023: 2022 Third Period

Operational strategies	Responsibility	Progress
Fully utilize the \$17 million McLoughlin amenity funds to maximum potential		
Finish construction of Gorge Park Pavilion	Parks & Recreation	Esquimalt Gorge Park Pavilion construction is complete.
Finalize design and award construction tender for Public Safety Building (PSB) utilizing McLoughlin amenity funds	Community Safety PSB working group	Old building as been demolished (above ground portion). Tender packages for excavation and blasting have closed and are currently being evaluated. Tender package for construction has been issued and closed late in the third period. The tenders are being evaluated and should be presented for selection to the Working Group early in the first period of 2023. Both temporary facilities are complete More detailed report in CSS 2022 Third Period Report.
Advance the work of reconciliation with Indigenous People		
Focus on economic development in addition to funding of Indigenous art projects in the Township through engagement protocols	CAO Parks & Recreation	CAO continues to engage with both neighbouring First Nations staff. Work is continuing on engagement protocols. A meeting was held in October with more regional municipalities invited to participate.
Work to update and upgrade signage for Tillicum Bridge First Nations midden site	Parks & Recreation Corporate Services	In progress pending project proposal discussions and confirmation from First Nations.
Host First Nations Emergency Services Society firefighting competition	Fire	Completed in second quarter with 18 First Nation communities participating from across British Columbia
Develop protocols for working in areas of archaeological significance	Engineering & Public Works	Budget request to hire archaeologist to develop protocols to be included in 2023 budget deliberations.
Control deer in partnership with other governments		
Continue with public education program including results of study	Community Safety	Public education is complete for 2022
Conduct immunocontraception study	Community Safety	Deer study is underway. Detailed progress in in the CSS 2022 Third Period Report.

Operational Strategies 2019 – 2023: 2022 Third Period

Operational strategies	Responsibility	Progress
Develop and implement strategies that reduce impact on the environment consistent with our Climate Action Charter goals		
Consolidate energy efficiency reports for public buildings and identify gaps	Engineering & Public Works Parks and Recreation	Registered for Building Benchmark BC in second period to compare Township buildings with other participating municipalities. Results to be published in first period of 2023.
Finalize a Climate Adaptation Plan	Development Services	Completed
Finalize a Climate Action Plan	Development Services	Completed
Review all emergency policies and programs to ensure that they recognize and reflect climate change	Community Safety	UBCM Grant application has been submitted for funding to support Community Risk Assessment and a Climate Adaptive Resilience Plan. Expecting decision for funding approval by UBCM will be made by spring 2023.
Review tree protection bylaw to ensure best practices	Parks & Recreation	New proposed best management practices for the tree protection bylaw were discussed by COTW on May 9, 2022. Public engagement occurred over the summer months with positive comments to proposed changes received. A revised tree protection bylaw will be brought to Council in January 2023.
Develop health strategies for our community		
Create Social Wellness Checklist	Development Services	This is being done as part of the OCP recalibration.
Support Emergency Response awareness (i.e teaching CPR to citizens)	Fire	Completed in the third quarter

Operational Strategies 2019 – 2023: 2022 Third Period

BUILD AND ENHANCE PARTNERSHIPS

Operational strategies	Responsibility	Progress
Work with Esquimalt and Songhees First Nations to support economic, cultural, social and environmental opportunities		
Organize regular Community to Community forums	Council Corporate Services	This work delayed due to onboarding of new Council. Will aim for 2023 dates for this work.
Consult and engage with First Nations on update of Economic Development Strategy	Council Corporate Services	This did not yet occur due to Economic Development Manager position remaining unfilled. Will look at 2023 dates to make progress.
Continue to support First Nations events utilizing Township communication tools	Corporate Services	Active sharing of First Nations business information, job opportunities, community news and cultural information through Esquimalt social media channels. Supported Truth and Reconciliation Day event organized by Songhees Nation both financially and through event promotion.
Develop a Youth Fire Academy that includes a focus on Esquimalt and Songhees First Nations	Fire	Completed
Work with governments, school districts and stakeholders to enhance relationships and advance issues impacting the community		
Continue to advocate for improvements to sustainable regional transportation initiatives	Mayor and Council	Verbal update to be provided at special committee meeting.
Collaborate on Esquimalt High joint turf field grant application	Parks and Recreation	Project grant funding continues to be pursued.
Work with VicPD on new Esquimalt Together Against Graffiti (ETAG) program	Engineering & Public Works Parks & Recreation	Tracking graffiti with new software. Updated ETAG framework presented to Council in second period. Staff working with VicPD to recruit ETAG volunteers in first period of 2023.

Operational Strategies 2019 – 2023: 2022 Third Period

Work with Esquimalt community groups to advance economic, cultural, social and environmental opportunities		
Begin implementing recommendations from Climate Adaptation and Mitigation Plans	Development Services	Implementation is ongoing. For example, staff will present an update on the carbon free bylaw at the January COTW.
Expand community gardens	Parks & Recreation	Community engagement for the proposed expansion of the community gardens in Anderson Park was completed in the second period. Some compromises to the original design were made to support an expansion of a playground. Work has begun on the installation of new raised plots, and a 4 stage demonstration composting system. Work on this project will continue into the first period of 2023 for the installation of additional raised plots and fencing.

RESILIENT AND DIVERSE ECONOMIC ENVIRONMENT

Operational strategies	Responsibility	Progress
Develop and seek opportunities for the Municipal Lands within the Esquimalt Town Centre		
Monitor construction of new library space	CAO Development Services	Completed. Finalizing the final sale of the library strata lot.
Support revitalization and beautification initiatives along Esquimalt Road		
Develop and implement façade beautification program	Financial Services	Program was developed and presented to Council in the third period of 2022. Approval was received and the existing Revitalization Tax Exemption Bylaw was rescinded.
Implement recommendations from the Active Transportation Network Plan	Engineering & Public Works	The Active Transportation Network Plan identifies Esquimalt Road as a priority after Tillicum Road and Lampson Street. Design to begin in 2023. Continue to review development frontage improvements on Esquimalt Road as opportunities arise.
Banner refreshment and replacement program	Engineering & Public Works	Procurement of new banners to go through the process outlined in the Public Art Plan, starting in first period of 2023.

Operational Strategies 2019 – 2023: 2022 Third Period

Boost investment in the local economy and promote the growth and diversity of businesses		
Increase engagement with local economic development organizations to raise awareness of Esquimalt amenities	Corporate Services Development Services	Pavilion was used as the location for a Greater Victoria Chamber mixer that included 5 local Chambers ; continue to share Esquimalt news with both chambers and Destination Victoria.
Recruit for economic development position as per recommendations from SIPP project	CAO	This Economic Development Manager position was advertised in the summer, and the selection process was completed in the Fall. However, a suitable candidate was not found, and the position will be posted again in mid-late February.

LOCAL SERVICES AND INFRASTRUCTURE

Operational strategies	Responsibility	Progress
Identify infrastructure repair and proactively plan for replacement needs		
Public education for Inflow and Infiltration Management Plan	Engineering & Public Works	Last phase of underground pipe inspections program continues and is 90% complete. Completion expected in the first period of 2023. Staff continue to participate in the Core Area Liquid Waste Management Plan Technical Working Group. I&I strategy for private side laterals to be brought to Council in 2023 with public education to follow. Investigative work identified in the I&I Management Plan started in second period. Consultant developed a plan in the third period for I&I reduction in the Colville Catchment, which was identified as the top priority in the I&I Management Plan. The plan will be used to hire a consultant for detailed design in the first period of 2023.
Continued implementation of sidewalk master plan	Engineering & Public Works	New sidewalk on Kinver Avenue between Munro Street and Hadfield Avenue completed by Public Works in the first period. Sidewalk capital projects on Constance Avenue south of Lyall Street, Archie Browning parking lot, and on Head Street from Dunsmuir Road to Wollaston Street tendered in second period. Council awarded contracts for

Operational Strategies 2019 – 2023: 2022 Third Period

		the Archie Browning parking lot and Head Street sidewalks with the improvement works on Lyall Street. Construction to begin in early 2023.
Continued implementation of roadway master plan	Engineering & Public Works	Major maintenance and minor capital projects not initiated due to contractor availability; scheduled for first period of 2023.
Street lighting improvements and upgrades	Engineering & Public Works	Lighting standards have arrived for installation on island along Esquimalt Road. Work to be started in 2023. Locations for street light conversion from HPS to LED confirmed. Supply and installation expected first period of 2023.
Explore local initiatives for other waste streams – Integrated Resource Management/CRD projects	Engineering & Public Works	Not pursuing further investigation into IRM at this time after consideration of required township resources, including staff time and budget.
Remove and replace underground fuel tank at public works yard	Engineering & Public Works	Consultant reviewed existing fuel tank system and provided design options in the second period. Staff continued working with consultant in the third period to explore alternate options. Review to continue and options to be provided to Council in 2023.
Identify long term financial requirements for local services and infrastructure		
Complete and update infrastructure and asset inventory	Financial Services Engineering & Public Works Parks & Recreation	Continue to update/add asset information to various components of the underground systems through inspection program. Outstanding inventory to be included in development of asset management plans.
Development of asset management strategy and plans	Financial Services Engineering & Public Works Parks & Recreation	Working group met to identify and prioritize outstanding asset management plans. Highest priorities to be included in 2023 budget deliberations.
Promote opportunities to share services where operationally and financially beneficial		
Develop clear guidelines on roles and responsibilities for storm drain spill events	Engineering & Public Works	Complete. Staff met with DND Engineering in second period to understand roles and responsibilities during a spill event.
Work towards establishing regional emergency support services	Community Safety	Training and planning with regional teams continue to build cooperation and capacity. No firm timeline for completion.

Operational Strategies 2019 – 2023: 2022 Third Period

Explore opportunities for service agreements with First Nations	CAO	Discussions ongoing, with broader participation of neighbouring municipalities.
Host workshops to train other fire departments in the region regarding high rise firefighting and self-rescue	Fire	Completed, self-rescue and high-rise fire fighting was conducted with 13 other fire departments and hosted by Esquimalt Fire Department in the second quarter
Work to achieve equitable costing and optimization of policing in Esquimalt		
Explore all possibilities to ensure compliance with Victoria and Esquimalt Police Framework Agreement	CAO	Administrative Committee was not able to get to consensus; now moving to arbitration process on budget allocation formula.
Review all alternatives for provision of police services to the community	CAO	Contract awarded to perivale+taylor to perform options analysis and provide policing operating models report for Council review before summer 2023.
Work to achieve equitable costing and optimization of policing in Esquimalt (cont'd)		
Staff report to Council on Community Policing Public Engagement initiative	CAO	Complete.
Support ongoing improvements to transportation corridors		
Evaluate transportation corridors for opportunities and options for enhancement	Engineering & Public Works	The Active Transportation Network Plan evaluated and ranked the top priority projects for protected bike lanes, crossing/intersection improvements, and new sidewalks.
Develop an Active Transportation Plan	Engineering & Public Works	Completed and endorsed by Council in first period of 2022.
Implement strategies from the Active Transportation Network Plan	Engineering & Public Works	Detailed design contract awarded for Tillicum and Lampson active transportation improvement in the third period. Draft designs completed in third period. Check-in with the public on the designs using an online survey was completed in December with results to be provided to Council in January. Detailed designs to be finalized in first period of 2023, with construction to follow.

Operational Strategies 2019 – 2023: 2022 Third Period

		Construction awarded for new sidewalk in Archie Browning parking lot in third period with construction expected in early 2023.
Participation on CRD Regional Transportation working group	Engineering & Public Works	The Township continues to have a representative on this working group.
Plan for continuity of core local services and infrastructure in the event of an emergency		
Monitor and review changes to the <i>Emergency Program Act</i> when released to determine impacts to the Township	Community Safety CAO	The new act has not yet been released. It is expected that the new act and regulations will be enacted in early to mid 2023.
Complete revamp of Neighbourhood Emergency Preparedness Program	Community Safety	Soft roll out of Program has begin with first successful event in Oct 2022 with the Quake Cottage during ShakeOut week. Planned activities for 2023 are as following: Booths at relevant community events. Offering of workshops within the community, public education videos to put posted online and social media accounts. This project can now be considered complete.
Plan for continuity of core local services and infrastructure in the event of an emergency		
Expand volunteers for emergency support services and radio programs	Community Safety	This is ongoing initiative. The program has gained one new volunteer and will be promoting the program for new volunteers throughout the year.
Update and distribute CRD tsunami map	Community Safety Corporate Services	Complete. The regional map was launched in September and is readily available on Esquimalt website.

Operational Strategies 2019 – 2023: 2022 Third Period

EXCELLENCE IN PUBLIC SERVICE

Operational strategies	Responsibility	Progress
Support Chief Administrative Officer to maintain an organizational culture of collaboration, learning and engagement consistent with the Township’s core values		
Continued education for staff on diversity and inclusivity including cultural awareness training	Corporate Services	“Nurturing diversity, equity, and inclusiveness in our daily interactions” is one of the topics in the Advanced Supervisory Skills training that was offered in the third period of 2022, with the second module being offered in January and February, 2023.
Continued education for staff regarding supervisory and management training	Corporate Services	Advanced supervisory training was offered via four zoom sessions in November, with the 2 nd Module being offered in person in January and February, 2023 (four sessions). Learning objectives include: <ul style="list-style-type: none"> - Identifying ways to navigate change as a leader - Developing conflict management skills - Illustration of coaching skills to ensure teams are successful
Complete strategic plan for fire department	Fire Corporate Services CAO	Completed.
Ensure capacity is adequate to support the goals in the Strategic Plan		
Ensure that effective succession planning continues throughout the organization.	Corporate Services Directors	Management training sessions for supervisors and managers are well attended, and the previous performance management training ensures that staff get the skills in order to move into supervisory roles. Staff are being cross trained across Divisions to give them the knowledge and skills to succeed in management roles (programmers/Parks Supervisor position).

Operational Strategies 2019 – 2023: 2022 Third Period

Operational strategies	Responsibility	Progress
Ensure capacity is adequate to support the goals in the Strategic Plan (cont'd)		
Ensure programs in place to ensure effective retention of employees including review of long service awards and other employee recognition programs	Corporate Services	The long service award policy previously pertained to regular full time employees only; effective 2022 and beyond we will also be recognizing part time employees. Further, the Director of Corporate Services and HR will be reviewing the long service award policy and making recommendations for change and will also be researching employee recognition programs for implementation in 2023.
Work with senior leadership team to develop operational strategies and budgets to achieve strategic goals	CAO	Staff supporting new Council to develop 2023-2026 Council Priorities, with projects/program outcomes flowing from Council's strategic objectives to be developed in winter/spring 2023.
Engage, respect and respond to the needs of our community		
Review and update of website to ensure best practices in accessibility and overall user experience	Corporate Services	Full website review to be initiated in first period of 2023; Digital accessibility incorporated into social media posts; Launched online building inspection booking system.
Implement increased online functionality	Financial Services	Business and dog licence functionality has been fully implemented. Property tax functionality has been implemented with final testing and rollout expected in the first period of 2023.
Explore opportunities for public engagement regarding annual budget process	Financial Services	Online engagement tool will be utilized during 2023 once contractor and software has been identified.
Improve efficiency of Council and Committee meetings by completing a comprehensive review of the Council Procedure Bylaw	Corporate Services	Completed in Period 2.
Research and evaluate engagement software as a tool to improve public outreach for projects and initiatives	Corporate Services	Have made budget request to secure a 1-year subscription to Bang the Table software

Operational Strategies 2019 – 2023: 2022 Third Period

Operational strategies	Responsibility	Progress
Engage, respect and respond to the needs of our community		
Inventory existing Township branded collateral and increase stock of items where suited to public engagement efforts	Corporate Services	Created vertical banner for new Fire crest, Esquimalt Alert and emergency program.



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

Staff Report

File #:23-048

PERIOD REPORT

DATE: January 23, 2023

Report No. ADM-23-004

TO: Mayor and Council

FROM: Dan Horan, Chief Administrative Officer

SUBJECT: CAO - 2022 Third Period Report

The following is a report on the activities pertaining to the CAO's office from September 1, 2022 to December 31, 2022.

I. DIVISION ACHIEVEMENTS AND ACTIVITIES

The three main focus areas for the CAO's office during this period were the following:

1. Support the municipal election process.
2. Orient and onboard the new Council after the municipal election.
3. Facilitate the onboarding of the new CAO.

The following activities were completed in support of these three main focus areas:

- The new CAO assumed his duties on October 3rd. The senior leadership team organized and facilitated a thorough onboarding process for him consisting of facilities tours, introductions and meetings with members of the various departments throughout the municipality, and one-on-one meetings with each of the members of the senior leadership team. Introduction meetings with the executive members of CUPE 374 and the IAFF were also completed.
- The Township organized orientation sessions for the broader local government community, with participants joining from each of the local municipalities and the regional district. Two evening sessions were hosted at the Gorge Park Pavilion, focussing on material delivered by well-known local government speakers including Eli Mina, Tracey Lorenson, and Marli Rusen. The topics covered in these sessions included respect in the workplace, council dynamics, governance role clarity and effective decision-making.
- Orientation sessions specifically for Esquimalt Council were also organized, covering key ground such as an operations overview, land use planning tools and procedures, legal aspects of local government administration, department orientation and facilities tour, emergency management, indigenous relations, financial management for local government and policing. These sessions were capped off by a 1.5 day workshop in early December facilitated by

Stacey Holloway to allow Council to begin developing Strategic Priorities for their upcoming term

- One-on-one sessions with each Councillor and the CAO were organized as part of the onboarding process and the development of Council priorities.

The two main focus areas for the CAO's office in the coming period (January through April 2023) will be to:

- (a) continue to support Council in developing and finalizing Strategic Priorities; and
- (b) support the cross-departmental effort to deliver the financial plan for 2023-2027.



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

Staff Report

File #:23-022

PERIOD REPORT

DATE: January 23, 2023

Report No. ADM-23-001

TO: Dan Horan, Chief Administrative Officer

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

SUBJECT: Corporate Services and HR - 2022 Third Period Report

The following is a report on the activities pertaining to the Corporate Services and HR departments from September 1, 2022 to December 31, 2022 .

1. DIVISION ACHIEVEMENTS AND ACTIVITIES

1. Corporate Services

- 19 meetings including preparation of:
 - Newspaper advertisements - 8 Public Hearing notices (including Notices of First Reading), 2 Election Notices, 2 Regional Water Supply Commission Appointment notices and 3 Statutory Notices for the 2023 Council / COTW Meeting Schedule.
 - 45 Meeting Notices and associated newspaper advertisements.
 - 19 agendas and minutes for Regular, Special and In Camera meetings of Council and Committee of the Whole, including posting on website and Municipal Hall notice board.
 - 6 late item agenda notices.
 - 7 Action Reports and completion of all follow up correspondence and distribution to third parties.
- 113 resolutions were voted on at Special Council, Regular Council and Committee of the Whole meetings.
- Corporate Officer and Deputy Corporate Officer coordinated and scheduled 3 Presentations/Delegations to Council.
- Corporate Officer and Deputy Corporate Officer commissioned 4 documents for residents of Esquimalt.
- Staff prepared 3 Proclamations and posted to the Municipal website and Municipal Hall notice board.
- Staff processed 377 mail items for retention and distribution and sent 186 acknowledgement emails.
- Corporate Officer and Deputy Corporate Officer completed 9 electronic registrations at Land Title Office.

- Corporate Officer received 8 requests for access to records under the Freedom of Information and Protection of Privacy Act with significant volumes of records associated.
- Corporate Officer and Deputy Corporate Officer completed 2 bylaw consolidations.
- Corporate Officer updated the Appointment Process - Advisory Committees, Commission, and Board of Variance Policy (ADMIN-40) and amended the Advisory Planning Commission Bylaw No. 2792 to implement Council's direction around recruitment timelines and appointment terms.
- Corporate Officer and Deputy Corporate Officer implemented and administered mail ballot voting for the 2022 Local Election which was a new voting opportunity for the municipality. 113 mail ballots were issued.
- Corporate Officer and Deputy Corporate Officer provided 20 nomination packages (9 completed packages were received and processed).
- Corporate Officer and Deputy Corporate Officer trained 24 Election Officials.
- Corporate Officer developed new handbooks for the Election Officials.
- Corporate Officer, Deputy Corporate Officer, and Office Administrator (acting in the capacity as Chief Election Officer and Deputy Chief Election Officers) organized and ran three voting opportunities (2 Advance Voting days and one General Voting day).
- Corporate Officer completed 3 statutory declarations for the 2022 General Local Election including Candidates, Election by Voting, and Official Election Results.
- Deputy Corporate Officer arranged for the required Notice of Election Results to be published in the BC Gazette.
- Corporate Officer prepared and presented to Council the 2022 General Local Election Report.
- Corporate Officer and Deputy Corporate Officer organized the Inaugural meeting of Council and the official photographs of Council.
- Corporate Officer and Deputy Corporate Officer prepared the 2023 Council and Committee of the Whole meeting schedule, provided public notification, and updated the information on the Township's website.
- Corporate Officer assisted with and supported the Strategic Planning sessions held in December 2022.
- Corporate Officer worked with the CAO to revise the internal correspondence process.
- Corporate Officer worked with the CAO to support earlier publication of Council and Committee of the Whole agendas.
- Office Administrator implemented electronic agenda management software changes to reflect amendments to meeting agendas in alignment with the new Council Procedure Bylaw, 2022, No. 3081.
- Corporate Officer worked with Development Services staff to develop templates for Public Notifications and Newspaper ads for Public Hearings, Development Variance Permits, and Bylaw First Readings where a Public Hearing is not to be held.
- Corporate Officer and Deputy Corporate Officer Coordinated the lowering of the flags in observation of the passing of Queen Elizabeth II on September 8, 2022, in recognition of the Day of Mourning and funeral for Queen Elizabeth II on September 19, 2022, for the National Aboriginal Veterans Day on November 8, 2022, Remembrance Day on November 11, 2022, and National Day for Remembrance and Action on Violence Against Women on December 6, 2022.
- Corporate Officer and Deputy Corporate Officer conducted research for Council and staff on previous communications, resolutions, bylaws, and policies.

- The Corporate Services team developed and implemented regional New Council Orientation training for all municipalities in the region, held at the Gorge Park Pavilion. Over 120 people attended.
- The Corporate Services team assisted in New Council orientation, which included a tour of our facilities and a bus tour of the municipality highlighting significant projects and community matters, Indigenous Awareness training, technical, legal, and governance training, and procedural and administrative matters.

2. Committees

- Corporate Officer prepared a report for Committee of the Whole to consider Council's current committee and commission structure.
- Corporate Officer prepared policy and bylaw amendments to reflect Council direction on appointment terms and annual recruitment timelines.
- Corporate Officer commenced recruitment process to fill current member vacancies. Recruitment period remains open until January 24, 2023.

3. Business Licence Administration

- Office Administrator provided clerical support for Business Licensing: processing and monitoring applications, responding to questions and inquiries from the public, maintaining and closing accounts and prepared, mailed, and emailed a total of 758 renewal notices for 2023.
- Office Administrator continued to provide guidance and support for new users and applicants of MyEsquimalt, eApply and eBilling. Also worked on fixing bugs and user error issues with MyEsquimalt, eApply and eBilling.

4. Administrative support for Mayor & Council and CAO

- Prepared 13 letters for Mayor and CAO [retirement/invitations/thank you/congratulations/new business] and other Township related business.
- Coordinated budget for registrations for the 2023 conferences/forums/seminars for Mayor and Council.
- Organized and coordinated delivery of 3 new resident welcome packages.
- Liaised with various organizations on events and provided RSVPs for Mayor and Acting Mayor.

5. Records Management

- Deputy Corporate Officer provided training to new municipal staff for preparation of transfer of records to offsite storage in accordance with the Township's records classification and retention schedule.
- Corporate Officer and Deputy Corporate Officer provided advice and recommendations to staff for coding municipal records in accordance with the Records Management Manual and made revisions to the manual as required.
- Deputy Corporate Officer continued to review the contents of the Corporate Services vault to off-site records in compliance with the Township's records classification and retention

schedule.

- Administrative staff continued advancing their departmental paper and electronic records management projects, with support and assistance from the Corporate Officer and Deputy Corporate Officer.

6. Archives

- Corporate Officer finalized and executed a lease agreement for the new temporary Municipal Archives location at 103-1249 Esquimalt Road.
- The Archivist and the Corporate Officer, together with Public Works staff, have completed a move that included 900+ boxes, furniture, and office equipment to the new location.
- The temporary Archives public-facing reference room opened to the public in with a soft launch in October. The Archives space is a place for researchers, students, and community members to both share and learn about the rich municipal history of the community.
- The Archives planned and hosted a successful open house on Wednesday, November 23 from 10 a.m. - 2 p.m. The open house was attended by over 50 people.
- 38 research and image requests were received, including:
 - 32 research requests completed.
 - 5 image requests completed.
- 2 buildings with approved demolition permits were photographed.
- Archives Trust Fund balance is now \$3,933.31.
- The Archivist continued to collaborate with the Communications Manager on media release regarding new photos/images website and opening the new Archives space.

7. Communications

The Manager of Communications:

- Guided administrative staff on how to share snow-related information during December snowfall.
- Facilitated various staff and Mayor media interviews.
- Designed dog and business reminder notifications.
- Designed ad, prepared information for website and shared via social media regarding September 30 Day of Truth & Reconciliation.
- Designed and ordered new memorial banners; promoted initiative resulting in earned media coverage.
- Designed and printed the fall edition of “The Current” community newsletter.
- Wrote articles to be included in the Times Colonist’s “Experience Esquimalt” feature.
- Supported local organizations in Township-related communications, including Ribfest, Esquimalt Farmers Market, Gallery Splash!, Truth and Reconciliation events, Remembrance Day, Esquimalt Community Arts Hub Winter Market and Celebration of Lights.
- Assisted public works staff in promoting food drive by designing advertising collateral and social media campaigns.
- Designed emergency program-specific banners for use in public events.
- Organized public engagement for Lampson-Tillicum Corridor Project including creating information slides and project website, designing postcards, running social media ads and

- working with staff and contractors on the project's execution.
- Trained new administrative staff on website and social media processes.
- Organized public engagement for parking strategy and framework project including creating project website, running social media ads and working with staff and contractors on the project's execution.
- Creating more consistent council and event-related social media posts.
- Worked with CRD staff to cross-promote CRD Home Energy Navigator and CRD "clean pipes" campaigns.
- Created elections-related social media posts, news release and supporting communications.
- Promoted new tsunami map on social media, Esquimalt Alert and website.
- Worked with fire department to create short social media videos to promote smoke alarm safety and "stop drop and roll".
- Promoted new online booking system for building inspections.
- Created ad and content for Times Colonist's "Tie the Knot" wedding feature.
- Created ad for BC Legion's annual publication.
- Participated in hiring interviews.
- Sent out 5 news and events e-newsletters and 30 website news updates (8 of them media releases).
- Attended 5 Chamber Business Mixers.
- Attended webinar: Digital Public Participation: practice, challenges and opportunities.
- Attended Livable Cities Conference.
- Attended webinar: *Accessible BC Act*, Accessibility Committees and the Role of Local Government.
- Attended supervisor training session.
- Attended conference: Workplace Leadership and Wellness Summit.
- Promoted Workplace Leadership and Wellness Summit via social media, news release and website.

Analytics (last period in brackets):

Esquimalt Alert registrations

- 2,676 (2,574) registrants

Legistar

- 1,816 (1,830) total page views (all pages in the Granicus system)
- 811 (926) total visits (total number of times visitors came to the site)
- 691 (754) total unique visitors - individual views of the site
- 76 per cent desktop, 24 per cent mobile

Website Hits

- Total page views: 307,884 (306,678)
- Top three pages:
 1. Home page
 2. Recreation drop-in schedules
 3. Parks & Recreation

Twitter

- Average 758 (642) post views per day (impressions)
- Total 197 (231) posts
- Total followers: 4,120 (4,100) * after Musk's October Twitter takeover, we saw a sharp decline in followers until late November. This number is now climbing.

Facebook

- 2,233 (2,056) page likes
- 2,466 (2,624) engagements (post likes, clicks, shares)
- 174 (177) new timeline posts

Instagram

- 1,601 (1,461) followers
- 110 (66) posts
- 1,236 (761) engagements

LinkedIn

- 526 (482) followers
- 170 (144) page clicks
- 21 (23) posts

Communications - related online newsletters

- Events list: 416 contacts
- News list: 412 contacts
- The "Current" newsletter list: 434

8. Human Resources

COVID-19:

- The Township's Vaccination Policy was suspended on October 26, 2022; this means that the Policy is not rescinded, and should we receive new direction from the Provincial Health Officer, or if the public health situation calls for it, we will be able to reactivate the policy. The Township continues to review new employees' vaccination status, however employees who are not fully vaccinated are now permitted to work.

Occupational Health and Safety:

- The two vacancies on the Municipal Hall Occupational Health and Safety Committee have been filled.

Training and Development:

- Cinga Leadership and Learning Inc. presented a supervisory course on the topic of Advanced Supervisor Essentials. Four sessions were delivered via Zoom on November 7th, 9th, 21st and 28th with a total of 40 participants. Four more in-person sessions are scheduled for the next period, January 9th/10th and February 6th/7th.

Recruitment:

- There were 7 regular positions filled this period.

Filled:

- Arborist 1
- Parks and Facilities Technical Supervisor
- Fire Admin Assistant
- Engineering Technologist 2 - Asset Management
- Gardener 2
- Recreation Coordinator
- Wellness Attendant

In progress:

- Regular Full-Time Custodial Worker
- Lifeguard/Swim Instructor
- Building Maintenance Worker

Labour Relations:

- An updated Collective Agreement between CUPE and the Township of Esquimalt was ratified on December 1, 2022. Changes include wage increases as follows:
 - 2022: 0.25 per hour plus 3.24% increase
 - 2023: 4% increase
 - 2024: 3% increase
- The Union and Management have agreed to create committees to discuss the feasibility of flex time, to conduct research around regional wages, and to review processes around emergency work.

General:

- The Director of Corporate Services and HR, together with the senior leadership team, provided onboarding and orientation to the new CAO.
- Offer letter templates have been updated, as well as the template for posting vacancies.
- A Flu Clinic was held October 25th, 2022, through Travel Medicine and Vaccination Center. In total 33 employees received influenza vaccines.
- 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.
- Staff responded to requests from other municipalities for wage comparison information and employee training tools and conducted quarterly Statistics Canada job vacancy and wage survey.



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

Staff Report

File #:23-008

PERIOD REPORT

DATE: January 23, 2023

Report No. CSS-23-001

TO: Dan Horan, Chief Administrative Officer

FROM: Blair McDonald, Director of Community Safety Services

SUBJECT: Community Safety Services Department - 2022 Third Period Report

The following is a report on the activities pertaining to the Community Safety Services Department from September 1st, 2022 to December 31st, 2022.

I. DIVISION ACHIEVEMENTS AND ACTIVITIES

1. Emergency Management

- Neighbourhood Emergency Preparedness Program (NEPP)
 - For ShakeOut BC week the NEPP program hosted the Quake Cottage at the Esquimalt Recreation Centre. The event was also used to promote the volunteer program and recruit volunteers. This was done by setting up a mock Reception Centre and providing information about ESS to the public. A booth was set up with information on personal preparedness and there was a prize draw. Approximately 200 people attended the Quake Cottage and the information booth.
 - Short videos on personal preparedness and local hazards were produced by one of the volunteers. These will be put on the website and used for social media posts promoting personal preparedness.
- Emergency Support Services
 - December 18th, 2022, saw the first and only Level One activation of the year. Three people were displaced due to a fire started on the roof of a building. They were provided nine nights at a hotel and provided gift cards for Walmart for their ESS needs. 2 volunteers responded along with the Emergency Program Manager. Community resources were contacted but ultimately none were needed.
 - The volunteers continued to meet for training and created a new training plan for 2023 which they led, creating their own goals for the coming year.
 - The volunteers also led the cleanup of all the seacans and ESS supplies. The ESS office in the Archie Browning Sports Centre was also cleaned and rearranged for their continued use.

- Emergency Radio Communications
 - Continued training of new volunteer, including on the packet radio system.
 - Changed and aligned the use of the “radiogram” with region, provided presentation to the ESS team.
 - Tested old go-kits and deep cycle battery and replaced any that required it.
 - Repaired the morse code key and cable in the radio room.
 - Prepared for normal training session on new FTM-400 radio for early new year.

- Administration
 - UBCM grant application was submitted for \$65,000. The funding will be used for a Community Risk Assessment and a Climate Adaptive Resilience Plan both are in support of the Township’s Climate Adaptation Strategy.
 - Orientation on the Esquimalt Emergency Program as well as an overview on the role of Council as the Policy Group in an emergency was provided to Council.
 - Renewal of intake processes and forms for new volunteers including updating the ‘recording’ of attendance, training, and other relevant information.
 - Continued active participation in the Local Government Emergency Preparedness Advisory Committee (LGEPAC).
 - Continued active participation in Regional Emergency Management Partnership (REMP).
 - Continued leadership of the ESS Directors and NGO committee.
 - Step down from the Public Education Working Group, this is to allow other communities to participate and focus more on internal program needs.
 - Development of 2023 workplan for the Emergency Program that includes staff training and exercise, and public education social media posts as part of the NEPP restart.
 - Alerts were sent in support of Township Communications during snow days in December.

2. Bylaw Enforcement

- Bylaw Offence Notice Disputes

In this period, 25 BON’s were referred to the screening officer level. Of those, 16 were cancelled and 9 were upheld for payment. No matters were referred for adjudication.

- Dog Licencing

During the third period, 50 licenses were sold: 27 from Municipal Hall and 23 from vendors. 1484 tags have been sold in 2022: 823 from Municipal Hall and 661 from vendors.

Renewals were sent out late in the period, with the option to renew dog licences online through MyEsquimalt.

- Deer Study

The Deer Study is ongoing. Please see the attached Esquimalt Urban Deer Project draft report for further details.

- Attachments

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

Esquimalt Urban Deer Project (Draft Report) [Attachment #2]

3. Building Inspections/Permits

- The third period of 2022 resulted in modest increase in demand for permits and construction value as compared with the 2021 third period. The total value of construction in period three of 2022 is approximately \$37 million compared with \$29 million in 2021, with the permit fees showing similar amounts of \$336 thousand for the third period of 2022 and just over \$265 thousand for the third period of 2021.
- Attachments

Building Permits Chart [Attachment #3]

4. Policing

- In the second period of 2022, staff received direction from Council to draft a Request for Proposals (RFP) to examine the potential for alternate police service delivery models. In late August of 2022 the RFP was posted with an October closing date. Two proposals were received with the review committee electing to proceed with the proposal submitted by perivale + taylor. A kick off meeting with staff and perivale + taylor was held in late October.

The consultant team is currently active in the data collection and inquiry phase of the project.

perivale + taylor have committed to providing a completed report which they will also present to Council prior to the summer of 2023.

- Staff continued to liaise with Victoria Police Department regarding local and regional policing and public safety concerns.

- The Director represented the Township (virtually) at the public portion of Victoria and Esquimalt Police Board meetings.

5. Business Licencing

- 684 renewals were mailed December 6th to all current businesses; 74 renewals were emailed through eBilling to subscribed businesses.
- Information pertaining to the Intercommunity Business Licence was included on the business licence renewal notices and an insert with information about MyEsquimalt, eApply and eBilling was also mailed with the renewal notices.
- As of December 31st - 146 - 2023 business licences have been renewed.
- The Township currently has 762 active business licences (730 in 2021) which are posted to the website and updated every month.
- In this period, 24 new businesses obtained a licence.
- In this period, 25 businesses were closed.
- Current business licences by classification:
 - 122 Apartment buildings
 - 2 Cannabis retailers
 - 31 Large commercial
 - 204 Small commercial
 - 1 Drug Paraphernalia Sales
 - 13 Inter-community
 - 4 Liquor sales
 - 1 Market
 - 2 Money lenders
 - 15 Non-resident
 - 7 Professional offices
 - 1 Pub
 - 2 Registered charities
 - 28 Home crafts
 - 49 Home occupations
 - 281 Intermunicipal
 - 321 of the 762 active business licences are home based businesses.
- First time completing renewal process utilizing the new eBilling feature for emailing

renewal notices to subscribed businesses.

- Province of BC decommissioned business licence applications through BC OneStop.
- Inter-Community Business Licence Group agreed to a decrease in the Inter-Community Business licence fee to \$150.00 with proposed implementation in January of 2024.

6. Public Safety Building

- HCMA completed the “For Tender” design drawings and Kinetic Construction has issued the tenders in two phases - one for excavation and blasting and one for building construction. Both tenders closed in late December of the last period.
- With the exception of the completion of a few minor deficiencies, the temporary Fire Hall (Archie Browning Parking Lot) is complete and Fire Rescue personnel have taken over the space.
- The temporary Police Office (old library) was completed in the last period and Victoria Police - Esquimalt Division have taken over the space and are very satisfied with their new accommodations.
- The old Public Safety Building has been demolished to ground level after hazmat abatement was completed. The below grade demolition will be completed with the excavation for the new building.
- All easements are in place with surrounding neighbors to allow for construction, shoring and crane swing.
- Financial Information
 - The initial project budget for the construction and outfitting of the new Public Safety Building and all other costs associated including design, demolition, and construction of temporary facilities was \$42 million.
 - \$7 million was provided through amenity funding.
 - \$35 million was acquired through long term borrowing.
 - Council approved use of accumulated surplus to boost the overall project budget by \$6 million, to a total of \$48 million.
 - A grant proposal has been submitted to the Canada Community Building Fund BC - Strategic Priorities Fund: Capital Infrastructure Stream requesting \$6 million in funding for construction. The Township is still waiting to hear if its application was successful. There is no timeline as to an expected reply.
 - All costs at present are being paid through the amenity fund account. The balance in the amenity fund account was approximately \$4.5 million at the beginning of 2022. At the close of this period, the balance is approximately \$725 thousand. The \$35 million of borrowed funds have not been used thus far.
 - Total Project Budget - \$48 million
 - Total Costs to Date - \$6.7 million
 - Budget Remaining - \$41.3XX million

II. COMMITTEES

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

Bylaw Enforcement
2022 – 3rd period

	2021 3 rd Period	2022 3 rd Period	2021 Year to Date	2022 Year to Date
Total Bylaw Contraventions and Complaints Investigated	90	107	641	302
➤ Streets and Traffic	30	40	221	106
➤ General Bylaw Inquiries	30	19	120	39
➤ Maintenance/Nuisance Property/Noise Bylaw	21	40	230	127
➤ Zoning Bylaw	5	4	33	15
➤ Business License	0	1	4	2
➤ Building	3	0	14	4
➤ Animal Control	0	0	4	0
➤ Park Maintenance & Tree Protection	0	2	7	5
➤ Assist Third Party Agencies	1	1	6	4
➤ Secondary Suites	0	0	2	0
Concluded Investigations	75	94	591	272
Active Investigations	15	13	50	30
BON's & MTI's Issued	111	141	831	434
➤ Total Maximum Fine Value	\$4,910	\$6,520	\$39,302	\$19,209.5
➤ Total Paid	\$1,360	\$1,420	\$9,490	\$4,585
➤ Total Outstanding	\$3,550	\$5,100	\$29,812	\$14,624.5
➤ Tickets Cancelled	8	4	40	14
➤ Warning Tickets (not included in "issued" total above)	69	51	607	210
BON & MTI Adjudication				
➤ Disputed Matters to Screening Officer	8	6	59	25
➤ Disputed tickets – cancelled	5	4	38	16
➤ Disputed tickets – confirmed by Screening Officer	3	2	21	9
➤ Sent to adjudication	0	0	0	0

Animal Control	2021 3rd Period	2022 3rd Period	2021 Year to Date	2022 Year to Date
➤ Dog Tags Sold	78	50	1431	1484
Incidents Investigated by Victoria Animal Control Services (VACS)	92	63	411	307
➤ Dogs at Large	0	14	48	47
➤ No Leash	1	40	116	102
➤ No License	1	1	105	27
➤ Barking/Noisy Dogs	19	7	27	23
➤ Dog Attacks (on animals)	0	4	8	12
➤ Dog Attacks (on humans)	3	2	6	5
➤ Cats at Large	1	12	21	23

Actions taken by VACS	2021 3rd Period	2022 3rd Period	2021 Year to Date	2022 Year to Date
➤ Verbal Warnings	1	43	77	105
➤ Written Notices	2	13	226	84
➤ BON Written	2	8	40	12
➤ Animals Impounded	2	16	69	49
➤ Contacts – with dogs – No Violation	N/C*	444	N/C*	899
➤ Contacts – without dogs – No Violation	N/C*	321	N/C*	539

*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.

ESQUIMALT URBAN DEER PROJECT

PROJECT UPDATE – DECEMBER 2022

DR. JASON T FISHER

WITH DR. ANDREW BARNAS AND DR. ADAM HERING

PROJECT OVERVIEW

We are measuring native black-tailed deer (BTD) population size and fawning rates before and after experimental treatment with birth control via immunocontraception (IC) in the Township of Esquimalt.

Across Esquimalt we deployed 40 cameras spanning the region, with locations dependent upon landowner permissions. The spacing between cameras is designed to allow for a single deer to be detected on multiple cameras, a requirement for density estimation models^{1,2}. This design also captures the full array of landscape heterogeneity in this region, from a gradient of high-intensity human use to low-intensity human use and high “greenness” (as measured by Normalized Difference Vegetation Index, NDVI) including shrub and forest cover.

Photographs are analyzed to identify species using Timelapse Image Analyzer 2.2³. For each animal detection, we record date, time, location; for BTD, we record demographic information including sex and age group (e.g., adult, fawn). For collared BTD, we also note the unique colour tag combination for individual-level identification (*q.v.*). Data on marked and unmarked BTD provide the basis of our population density estimation models¹ and estimations of reproductive success using multi-state occupancy models^{4,5}.



Deer Capture and Treatment

Deer search effort was spread evenly across each landscape by allocating time and human resources systematically. Twenty control (untreated, marked) deer were captured in 2021 using field protocols approved by the University of Victoria’s Animal Care Committee, led by wildlife veterinarian Adam Hering, supported by technicians and volunteers from the University of Victoria. The IC vaccine (PZP-22)⁶ was administered to 57 “Treatment” animals 2021-2022. PZP-22 time-releases the IC over a span of three years to successively prevent pregnancy with a trial efficacy of > 90% after 3 years⁶⁻⁹. All marked animals were released at point of capture to mix with the unmarked population.

RESULTS TO DATE

We have analyzed black-tailed deer density in Fall 2021, before the first round of IC treatment. We used a form of Spatial Capture-Recapture Models (SCR) developed only last decade¹. SCR models rely on the repeated observations of animals at adjacent detectors (here, camera-traps) to calculate the probable locations of “activity centres”, akin to the centre of a home-range of an individual. The class of SCR we used is called Spatial Mark Resight Models (SMR) models, developed to estimate density from repeated detections of individuals from a partially marked population: ^{1,10,11}. SMR models consider animals as “marked” if they were tagged, and “captured” if detected on a camera. SMR models use the repeated detections, or “resights”, of both unmarked and marked individuals to estimate the density of a population ^{12,13}. The frequency at which collared animals are observed at neighboring cameras is important: animals that are seen at many cameras range widely and suggest a smaller number of deer than animals that are seen on only a few cameras close together.

Deer Density

Our preliminary SMR models suggests there are an estimated **10.9 adults/km²**. The 95% Confidence Interval is 8.5 - 13.9 / km², meaning we are 95% certain the density lays in that range, with 10.9 being most likely. Therefore, over the **7 km² of Esquimalt**, we estimate there were most likely **76 deer in the region, with bounds of 60-97**. This density is comparable to Oak Bay, which also had an estimated 10 deer per km² prior to IC treatment.

We have yet to estimate the ratio of females: males based on camera data in Esquimalt. Pons (2020) road-based surveys estimated 2.2 does per buck.¹⁴ (Estimates from other studies in other regions suggest up to 3 females per male in high-density populations). Pons’ estimate equates to 69% females among the adult population¹⁵, and based on our intense field searches, we contend this proportion is likely accurate. In that case **the models estimate 41-67 females in Esquimalt in 2021**, and given the numbers captured, **the high end of that estimate is most likely**.

Comparison with Past Estimates

Road surveys had been executed 2017-2019 by other researchers and analyzed by Pons (2020)¹⁴. (Note that Pons’ estimates are for the entire population, whereas our estimates are for adults only). Our estimate falls below the BTD population estimates for 2018 (135 deer, 95% CI: 100 - 170) and 2019 (125 deer; 95% CI: 93 - 156). Our estimate also overlaps with the 2017 BTD population estimate (135 deer; 95% CI: 44 - 226). However, the 95% confidence interval for this year is too large to offer a reliable estimate. Pons¹⁴ attributes this high degree of uncertainty to the fact that only 6 transects were completed in 2017, which increased to 10 thereafter. These estimates are good for road-based surveys of unmarked deer; we had the substantial advantage of having marked deer to identify and deer counts running continuously throughout the study period (as opposed to only 10 transects), so were less likely to double-count observed individuals as new individuals.

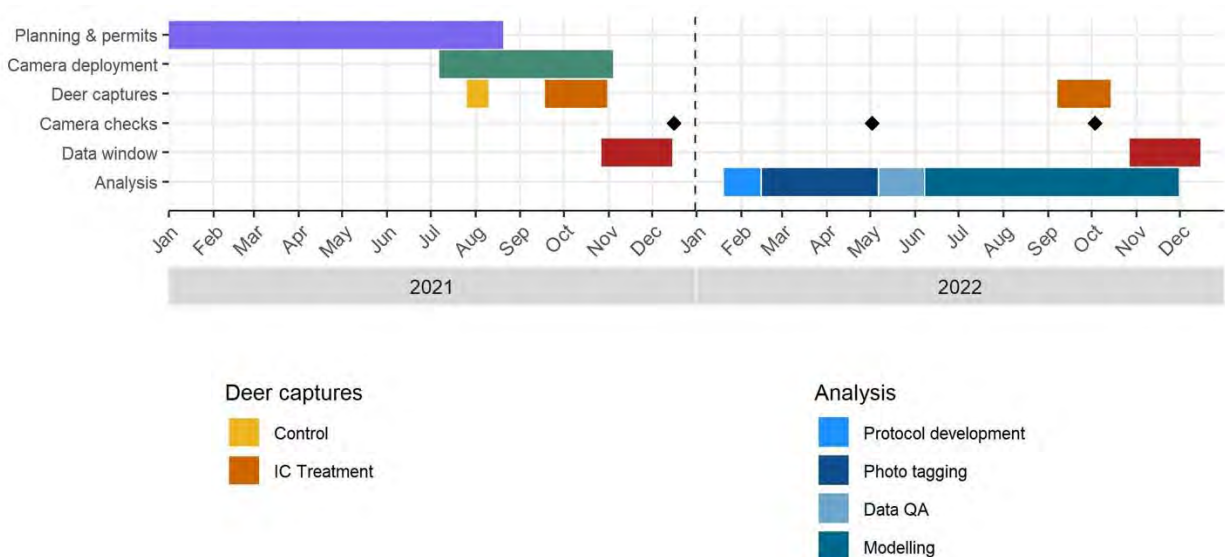
IC Treatment

In late summer 2021 we captured and collared **20 control deer** (marked with black collars and reflective shapes). In that same autumn (2021) before the fall mating season we treated **41 females** with IC (marked with white collars and white tags, or black GPS collars with white tags). Thus, we know there were at least 61 females at that time, with a revised estimate of **61-67 female deer in Esquimalt pre-treatment**.

As we IC-treated 41 females, this means we treated 61% - 67% of the female population. Given the difficulty in finding unmarked females at the end of the season, we contend that **67% of the female population treated** is the more accurate number.

In 2022, last year's yearlings "recruited" into the adult population and became identified as adults on cameras, making them potentially able to mate and eligible for IC treatment. In autumn 2022 we advocated significant search effort and could locate only **16 unmarked females**, which we treated. The remainder of the deer observed were marked deer, males, or fawns. **In total, we have treated 57 females.**

TASKS COMPLETED BY TIMELINE 2022



FUTURE TASKS 2023

1. Population monitoring. We have identified October 30-Dec 1st as the best period to estimate density and model fawning rates, as fawns are highly discernible, deer are moving plenty (and being detected). We expect tagging to be completed by end January, and data analysis to start in February.
2. Post-treatment density estimates. We will begin 2022 density estimates in February.
3. Fawning rate models. We are examining pre-treatment and post-treatment fawning rates 2021-2022 and are planning to model probability of fawning in relation to habitat characteristics across Esquimalt. Post-treatment estimates for 2023 will be based on fawn

appearance after the fawning period in June and will take a few months thereafter to compile.

4. Funding. We are on track for the grant provided by Esquimalt to UVIC and there are sufficient funds to complete base tasks as outlined in the contract. We are seeking to expand and add value by asking the federal NSERC Alliance research grants program to match some of Esquimalt's funding 2:1. This application is being submitted January 2023 with results hopefully only a few months thereafter.

ACKNOWLEDGEMENTS

Karina Lamy was responsible for project administration, including Herculean efforts to get permission from Health Canada and UVIC to conduct this study using the protocols described. Brianna Brandon was chief field technician and ensured all the cameras were running smoothly, with data collected on schedule, and data managed accurately. Lilli Gaston helped with image analysis. Alina Fisher aided project communications. Multiple volunteers assisted with deer capture and treatment.

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**Community Safety Services
Building Permit Statistics
Period 3 - Sep to Dec, 2022**

Permit Type Issued	2021 - 3rd Period		2022 - 3rd Period		2022 Total for Year	
	No.	Value (\$)	No.	Value (\$)	No.	Value (\$)
Commercial	2	\$236,726.22	-	\$0.00	4	\$1,053,630.00
Industrial	-	\$0.00	2	\$415,000.00	2	\$415,000.00
Institutional	1	\$1,183,210.00	-	\$0.00	2	\$356,000.00
Duplex- Demolition	-	\$0.00	-	\$0.00	0	\$0.00
Duplex Alterations / Additions	-	\$0.00	-	\$0.00	1	\$1,000.00
Duplex New	2	\$800,000.00	1	\$840,000.00	2	\$1,590,000.00
Single Family New	-	\$0.00	7	\$2,771,000.00	13	\$4,621,000.00
Single Family Alterations	14	\$787,000.00	6	\$366,000.00	16	\$1,133,600.00
Single Family Additions	2	\$210,000.00	-	\$0.00	4	\$535,000.00
Single Family Accessory	-	\$0.00	-	\$0.00	0	\$0.00
Single Family Demolitions	8	\$6,000.00	4	\$3,000.00	10	\$9,000.00
Multiple Family New	8	\$24,660,000.00	1	\$32,000,000.00	9	\$143,739,208.00
Multiple Family Alterations	9	\$954,994.50	7	\$723,000.00	15	\$1,406,475.00
Multiple Family Demolitions	3	\$3,000.00	3	\$1,000.00	8	\$6,000.00
Sign Permit	1	\$90,000.00	-	\$0.00	2	\$12,900.00
Miscellaneous (Chimney/Insert)	-	\$0.00	2	\$8,157.38	4	\$21,165.66
*Plumbing Permits	40		37		126	
Total Permits Issued	90	\$28,930,930.72	70	\$37,127,157.38	218	\$154,899,978.66
Building Permit Fees Collected		\$265,020.15		\$335,996.70		\$1,205,468.65

* [note- number of plumbing permits issued only]

Permits issued with a value of construction over \$50,000

Commercial

Industrial

BP014403 - 102-808 Viewfield Rd - \$400,000 - Tenant improvement new commercial kitchen

Institutional

Residential Duplex

BP014441 - 1042 Colville Rd - \$840,000 - To construct new Duplex

Residential SFD

BP014405 - 1280 Rockcrest Ave - \$135,000 - To construct a new secondary suite

BP014448 - 8-1115 Craigflower Rd - \$64,000 - kitchen reno

BP014460 - 948 Garthland - \$80,000 - kitchen reno

BP014465 - 843 Tillicum Rd - \$50,000 - Basement reno

BP014420 - 850 Colville Rd - \$400,000 - New SFD

BP014444 - 4-918 Old Esquimalt Rd - \$200,000 - New SFD

BP014445 - 5-918 Old Esquimalt Rd - \$200,000 - New SFD

BP014459 - 901 Selkirk Ave - \$600,000 - New SFD

BP014457 - 1221 Rockcrest PI - \$175,000 - New SFD

BP014464 - 911 Sioux PI - \$596,000 - New SFD

BP014440 - 462 Grafton St - \$600,000 - New SFD

Residential MFD

BP014455 - 1221 Effingham St - \$80,000 - To reno bathrooms, kitchens, add bedroom to the back unit

BP014451 - 900 Wollaston St - \$250,000 - Balcony Repairs

BP014458 - 710 Lampson St - \$300,000 - Balcony renewal and replacement of balcony sliders on all units

BP014471 - 204-900 Wollaston St - \$50,000 - Addition of new balcony on west elevation

BP014439 - 1102 Esquimalt Rd - \$32,000,000 - New 89 unit Condominium



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

Staff Report

File #:23-033

PERIOD REPORT

DATE: January 23, 2023

Report No. FIN-23-001

TO: Dan Horan, Chief Administrative Officer

FROM: Ian Irvine, Director of Financial Services

SUBJECT: Financial Services and IT Departments - 2022 Third Period Report

The following is a report on the activities pertaining to the Financial Services and IT Departments from September 1, 2022 to December 31, 2022.

I. DIVISION ACHIEVEMENTS AND ACTIVITIES

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

- In preparation for the 2023-2027 Financial Plan, initial capital and operating budget information was submitted by each department. Once all figures are reviewed and finalized, they will be consolidated for Council's review during the first period of 2023.
- Interim audit work by the Township's auditors (KPMG) was completed during November. The year end requirements, reconciliations and analyses are being completed in preparation for the annual financial statement audit scheduled for March and April 2023.
- Worked with an external consultant to assess Township facilities and the potential for asbestos contamination and potential remediation costs. Reports were generated and will be summarized within the 2023 financial statements as required by the Public Sector Accounting Board (PSAB).
- Completed variance analysis of budget versus actual revenues and expenditures for the eight-month period ended August 31 based on submissions by all departments. Any significant or unusual variances were noted.
- Fully implemented online functionality for the application and payment of dog and business licences. Configured the online functionality for property tax payment through a third party and will be testing and implementing this functionality in the first period of 2023.

2. **Property Taxes**

- Property tax reminders were mailed in November to all outstanding accounts and as of December 31, 2022. Approximately 96% of folios were paid in full as of this date and almost

97% of the total tax levy was collected. These figures are consistent with previous years.

- The total 2023 amount received from Public Works and Government Services Canada (PWGSC) for Property in Lieu of Taxes (PILT) was \$33,394 more than the budgeted amount. This was primarily due to the treatment of federal leases which were not previously included in the requested PILT amount.
- Delinquent property taxes for one property remained unpaid as of the September deadline and, as a result, a municipal tax sale was held. This property was sold at a public auction but was later redeemed by the property owner through payment of all fees and taxes.
- With the existing alternate tax scheme, penalties relating to home owner grants claimed after the July tax deadline but prior to September 1 were reversed. During 2022, this resulted in 386 home owner grants with penalties of \$25,412 being reversed.
- Rescinded the existing Revitalization Tax Exemption Bylaw and drafted a Business Façade Improvement Program for Council approval. This program was developed with input from the Chamber of Commerce and a local architect. Implementation of the program will commence in the first period of 2023.

3. Information Technology

- Procured and configured desktops to replace all existing Thin Client hardware. This change was made to provide users with more computing power as well as improved audio and video capabilities to support demands and operational changes.
- Installed Gorge Pavilion IT Infrastructure including a Boardroom TV, camera and speakerphone to facilitate videoconference capability.
- Assisting the Engineering Department with the implementation of devices to monitor storm drains within the Township. These devices are designed to detect the amount of water in storm drains and report this information via automated alerts.
- Implemented remediation measures to manage all high and medium vulnerability concerns which were raised by a recently installed Microsoft 365 detection tool.
- A total of 547 help support calls were closed during the four-month period. This represents a 21% increase over the same period in 2022.

II. COMMITTEES

- The Local Grant Committee met in September to review 2023 Permissive Tax Exemption applications. Recommendations from the Committee were reviewed and approved by Council and the bylaw was adopted in advance of the October 31 deadline.



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

Staff Report

File #:23-038

PERIOD REPORT

DATE: January 23, 2023

Report No. EPW-23-002

TO: Dan Horan, Chief Administrative Officer

FROM: Joel Clary, Director of Engineering & Public Works

SUBJECT: Engineering & Public Works Departments - 2022 Third Period Report

The following is a report on the activities pertaining to the Engineering & Public Works Departments from September 1, 2022 to December 31, 2022.

I. DIVISION ACHIEVEMENTS AND ACTIVITIES

1. Sanitary Sewer

- 5 new service laterals installed this period (15 total for the year).
- 5 service laterals replaced (due to blockages) this period (16 total for the year).
- Test and clear inspections as and when required.
- 0 new manhole installed this period (1 total for the year).

2. Pump Stations

- Crews have been carrying out routine maintenance activities.
- Annual pump maintenance/controls inspections completed in the third period of 2022.
- Program also includes coordinating similar activities for View Royal pump stations.
- No overflow events to report in the third period.
- Electrical Operating Permits were applied for and obtained in the second period.

3. Storm Drains

- 4 new service laterals installed this period (14 total for the year).
- 0 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 (1 total for the year).
- 0 catch basins replaced this period (6 total for the year).
- Program for catch basin cleaning was completed in the third period.
- Follow up on previous discussions with CFB Esquimalt and the Graving Dock on spill response protocols initiated in the first period. Further discussions with CFB Esquimalt occurred in the second period of 2022.

- Public Works staff completed spill response training in the third period of 2022.

4. Liquid Waste Management

Wastewater - Inflow and Infiltration

- Continue to build program/bylaw for inflow and infiltration mitigation based on reports: EPW-21-30, EPW-18-036, EPW-09-044, EPW-15-019, EPW-17-046, and EPW-17-064. I&I strategy for private side laterals to be brought to Council in first period of 2023 with public education to follow.
- Continued inspection of Gosper Crescent storm and sanitary mains in coordination with residents and CRD Source Control staff. Two cross connections were identified in 2021. One cross connection rerouted to sewer in 2021 third period with the other completed in the second period of 2022.
- 80 m of sewer main along Gosper Crescent re-lined in third period of 2022 to prevent I&I occurring between the sewer and drain mains.
- Separation of combined manhole at Uganda investigation occurred in the third period of 2021. Separation to occur in 2023.
- Investigative work identified in the I&I Management Plan started in second period.
- Consultant developed a plan for I&I reduction in the Colville Catchment, which was identified as the top priority in the I&I Management Plan. The plan will be used to hire a consultant for detailed design in the first period of 2023.
- Flow monitoring equipment procured and installed in third period. Data gathered from the new equipment will help staff narrow down I&I issues.

Liquid Waste Management Plan

- Participated on the Esquimalt Liaison Committee, with 2022 meetings occurring in June and December. Meetings to continue in 2023.
- Participated in initial discussions with the CRD led Core Area Liquid Waste Management Plan Technical Working Group to review an update to the Core Area Liquid Waste Management Plan. Further discussions to continue throughout 2023.

5. Roads

- Snow & Ice Control Programs carried out as required (1 event occurred in January and 1 event in December).
- Pothole repairs being carried out as required.
- Painting of curbs, driveway tips, crosswalks and stop bars completed in third period.
- Centre line painting on roads completed in the second period of 2022.
- Mill and pave to accommodate thermoplast to refresh crosswalks completed in second period.
- Major repair/minor capital works to begin in third period with several locations requiring repairs via asphalt removal and replacement. Work not completed due to contractor availability, scheduled for first period of 2023.
- Carried out surface restoration for third parties.
- Approximately 179.52 tonnes of asphalt placed for the period (692.53 tonnes total for the year).

6. Traffic Management

- Traffic orders and sign installation is ongoing.

7. Sidewalk Maintenance

- Carried out surface restoration for third parties.
- Approximately 24.8 cubic meters of concrete (includes curb and gutter and sidewalk panels) was placed (118.8 cubic meters total for the year).
- Approximately 92 linear meters was replaced for the period (445.8 linear meters total for the year).

8. Sidewalk Ramps

- Program for replacement occurred in the second period with two new sidewalk ramps installed at Highrock Ave and Intervale Ave, and two replacement ramps installed at Wychbury Ave and Lampson St.

9. Trip Hazards

- As per Council Policy PLAN-17 Sidewalk Maintenance, trip hazard inspection survey has been completed.
- In the second year of three-year cycle.
- Work completed:
 - 1 - No.1 trip hazards completed this period.
 - 0 - No. 2 trip hazards completed this period.
 - 0 - 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.
- Engineering has retained and are awaiting scheduling for replacement of required solar powered lighting panels due to theft. Some shelters have sufficient streetlighting and do not warrant panel replacement.

11. Solid Waste Management

Garbage and Kitchen Scraps Collection

- Operations normal.
- Number of additional garbage and organics bins purchased to the end of period = 15 (total additional bins purchased since 2014= 454).
- Tonnage of garbage waste stream collected for period = 331.12 (total for the year = 1007.71).
- Tonnage of kitchen scraps stream collected for period = 185.83 (total for the year = 547.92).
- Tonnage for garbage and kitchen scraps streams for the year = 1555.63 (total for same period 2021 = 1665.98).
- Processing of system for kitchen scraps will continue out of region with an increased

cost accounted for in the 2022 budget. No direction received on possibility of mixing kitchen scraps and yard/garden streams.

Yard and Garden

- Operations normal.
- Contract extended in the third period for one more year for site operation and processing. Staff preparing a new contract for tender in 2023.
- Usage of transfer station during period: September to December 2022:
 - Esquimalt residents = 6,383 (19,491 total for the year).
 - View Royal residents = 3,500 (11,902 total for the year).
 - Commercial = 12 (38 total for the year).
 - Tonnage removed from site = 637.1 (2,001.95 total for the year).
 - Tonnage removed in 2021 third period = 741.49 (total for 2021 = 2,078.1).

Recycling

- Operations normal.
- Staff preparing a new contract for tender in 2023 for municipal facilities.

12. Fleet

- Operations normal.
- Continue to monitor options for electric units as the fleet is replaced.
- Specifications preparation and tender release in first period of 2023:
 - 1 - $\frac{3}{4}$ ton truck
 - Electric utility cart to be retendered in second period of 2023 due to budget constraint
 - Sewer van
- Vehicles in progress:
 - Single axel dump truck complete with snow and ice attachments purchased and awaiting delivery
 - Asphalt roller purchased and awaiting delivery
 - Electric $\frac{1}{2}$ ton pick up truck purchased and awaiting delivery
 - New asphalt roller trailer in service
 - 1 - $\frac{3}{4}$ ton pick up truck in service
 - Thermoplastic trailer (cancelled)

13. Work Orders

- Work orders for call outs and/or repairs at View Royal pump stations for the period = 0 (total for the year = 4)
- Work orders issued for asphalt/sidewalk repairs following work by other utilities for the period = 28 (total for the year = 60).
- Work orders issued for new sanitary and storm services to accommodate new development in the period = 4 (total for the year = 14).
- Work orders issued to cap sanitary and storm services in preparation for new development in the period = 8 (total for the year = 13).

14. Training

- Working on training opportunities for:
 - Confined space - completed in second period
 - Spill response - completed in third period
 - Environmental Operator - Cross Connection Control - completed in third period
 - Fall protection - completed in the second period
 - Ground disturbance
 - Vehicle orientation and operation

15.00. Capital Projects

15.01. Traffic Counts

- Bi-annual traffic counts were completed in the third period of 2022 and Engineering is awaiting the completed reports.

15.02. Multiple Storm Drain/Sanitary Sewer Main Replacements

- Various sections of main line (storm/sanitary) will be removed and replaced based on condition assessment and criticality.
- Consultant completed detailed design in second period for the remaining 2021 location at 798 Lampson Street. Project was tendered with other underground works, with construction contract award options provided to Council on October 3. Due to contractor bid price, repair deferred to 2023 for completion during dry months to reduce costs.
- Additional locations are being identified based on condition assessment from CCTV inspections of underground assets through the Road Corridor Program.

15.03. Modification of Uganda Pump Station

- The pump station's wet well is not designed to allow safe ingress/egress for staff to carry out maintenance and emergency activities.
- The project will see the redesign of the entrance of the wet well to rectify this safety concern.
- Consulting will start in 2023 with construction following.

15.04. Installation of Sanitary Service Saxe Point Park

- The septic field at Saxe Point bathrooms has failed.
- The project will see a force main system installed from the bathrooms to the existing gravity sewer network on Munro Street.
- Detailed design completed by a consultant in the second period of 2021.
- Project was tendered with other underground works and awarded to a contractor by Council in the third period.
- Construction expected to begin in early 2023.

15.05. Replacement of Sanitary Main to 393 Fraser Street

- This main line provides service to 1193 Munro Street and 393 Fraser Street
- The grade is not sufficient, and the pipe is suffering from root intrusions which lead to

backups.

- The project will replace this main utilizing a no-dig methodology to avoid disturbance to the surrounding yards.
- Detailed design completed by a consultant in the second period.
- Project was tendered with other underground works and awarded to a contractor by Council in the third period.
- Construction expected to begin in early 2023.

15.06. Preliminary Design of Pump Stations

- This project will look at developing a prototype pump station design for the replacement of the existing 11 pump stations in the Township.
- Project will start up in 2023, with the review of Uganda station.

15.07. Review of SCADA Upgrade System

- Discussion with CRD carried out in the 2021 third period about service provision.
- Preventative maintenance plan discussions continue with CRD, with intention to have service agreement in place in 2023.

15.08. Review of Public Works Fuel Tanks

- The study will review the integrity of the fuel tanks at Public Works and confirm the condition of the tanks.
- Review of tanks determined that tanks have a single wall and are not in compliance with today's standards. They are approximately 22 years old.
- There have been significant issues with the cardlock system not functioning.
- Consultant provided preliminary drawings and proposed scope of work in the second period.
- Staff continue to investigate alternate options with the consultant.

15.09. Fire Control System for Public Works

- The Public Works building doubles as a backup site for the computer servers and Emergency Control Centre.
- When it was built a fire alarm system was not included in the structure.
- Due to its use as a secondary site for backups, a fire alarm system is to be installed to provide an extra layer of warning and protection for the building.
- Proposed design and scope of work obtained from consultant in the second period.
- Design to be finalized in first period of 2023.

15.10. Coastal Infrastructure Management

- An inventory of the masonry structures has been completed.
- In 2023, a consultant will be retained to assist in the assessment of coastal structures.

15.11. Westbay Walkway Design

- The wooden railings on the walkway do not meet current standards.
- The wooden structure is also showing its age and requires increased maintenance.

- Parks and Engineering will be working jointly on determining a scope of work for either an upgrade of the current structure or replacement of the walkway structure.
- Parks and Engineering completed a walkthrough in the second period to determine extents of scope. Small repairs completed in third period. Consultant to be retained in 2023 for complete assessment.

15.12. Parking Study

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

15.13. Integrated Resource Management Business Case Development

- Request for proposal for a consultant to assist in the writing of the business case for implementation of integrated resource management philosophy with treatment by gasification completed and issued.
- Negotiated with preferred proponent to finalize scope of work.
- High level discussions have been held with CRD and MOE to determine requirements for request for proposal.
- Business case development started in the third period.
- In first period of 2022, Council directed staff to not proceed with IRM at this time.

15.14. Municipal Hall Roof Replacement

- The roofing system for the Municipal Hall is at the end of its life.
- The project will see the removal and replacement of the roofing system.
- This work will occur after the installation of the HVAC System Replacement project.
- Consultant obtained in the first period.
- Front lower portion of roof over the temporary police space renovation completed in the second period, in conjunction with the HVAC system replacement.
- Remainder of the roof replacement to be included in the 2023 budget request process.

15.15. Municipal Hall HVAC System Replacement

- This project will see the replacement of the existing HVAC units at the Municipal Hall with new units.
- Tender package released and awarded.
- Construction started in first period.
- Completed in the second period of 2022.

15.16. Street Light Replacement Program

- Engineering is working with consultant to determine lighting levels

- The existing HPS lights will be replaced with LED on the following roads:
 - Pooley Place;
 - Bewdley Avenue;
 - Constance Avenue;
 - Nelson Street;
 - Sussex Street;
 - Saunders Street;
 - Wychbury Avenue;
 - Greenwood Avenue;
 - Head Street;
 - Joffre Street; and
 - Plaskett Place.
- Work to take place in early 2023.
- Staff working with supplier to replace failed LED lights under warranty in early 2023.

15.17. Banner Holder Replacement

- The banner holders received in the third period of 2021.
- Traffic island investigation (potholing) to begin in 2023, to determine the concrete bases required to install new banner holders. Construction to follow.

15.18. Banners

- Unsold Remembrance Day banners from 2021 were sold in the second period with installations to occur in the third period of 2022.
- Procurement of new banners to go through the process outlined in the Public Art Plan in 2023.

15.19. Sidewalk Capital Program

- This program increases the sidewalk network in length and improves connectivity.
- Kinver Street new sidewalk project (between Hadfield Avenue and Munro Street) was completed by Public Works in the first period.
- Detailed design and tendering complete on the following projects:
 - New sidewalk on Constance Avenue (457 Constance to 425 Constance)
 - New sidewalk in Archie Browning parking lot (east side of Bullen Field from Lyall Street to the north end of the field)
 - Stair removal at the intersection of Lockley and Lugin
- Construction contract award options for above three projects presented to Council on October 3. Council awarded a contract for Archie Browning parking lot sidewalk. Construction on this project is expected to start in early 2023.

15.20. Sidewalk Replacement Program

- This program sees existing sidewalks upgraded to current standards.
- The program will include the replacement of an asphalt walk with the installation of a concrete sidewalk at the following locations:
 - Constance Avenue from Lyall Street to 457 Constance Avenue.
 - Head Street from Dunsmuir Road to Wollaston Street.

- Dunsmuir Street from Sea Terrace to Esquimalt Road
- Detailed design completed in the second period.
- Constance Avenue project tendered with other surface works projects in June, but received no bids.
- Constance and Head Street projects tendered with other surface works in September, with options for construction contract award options presented to Council on October 3. Council awarded a contract for Head Street with nearby work occurring on Lyall Street. Construction on this project is expected to start in early 2023.
- Dunsmuir Street project to be completed by Public Works crews in 2023.

15.21. Pathway Reconstruction between Admirals Road and Constance Ave

- The pathway between Admirals Road and Constance Avenue requires upgrading. At the Constance entrance, the pathway is not user friendly due to a combined stair and ramp structure. The ramp is especially difficult to navigate for individuals with mobility challenges or using wheeled assistance.
- Detailed design that incorporates feedback with adjacent residents completed in the second period.
- Tendered with other surface works projects in June, but received no bids. Retendered in September.
- Construction contract award options presented to Council on October 3. Project was not awarded by Council.

15.22. 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 29.3 km of 67.5 km of the storm collection system and approximately 34.2 km of 58.5 km of the sanitary collection system.
- Existing information and future information will be utilized to upgrade asset condition levels.
- The information obtained will be used to develop programs for maintenance, replacement, or upgrade in future years.
- Tender released and contractor hired in the second period of 2021 for completing the remaining inspections of the storm and sanitary collection systems.
- Approximately 90% of the contractor's scope of work is now completed. Full completion expected in the first period of 2023.

15.23. Admirals Road and Esquimalt Road Intersection

- Consultant completed detailed design in the second period for installing a new signal pole in the northwest corner of the intersection.
- Request For Quotation completed in the second period.
- Construction will be carried out based on BC Hydro's schedule for providing service to 622 Admirals Road and is expected to be complete in the first period of 2023.

15.24 Lyall Street Upgrades

- Lyall Street Project scope of work will involve several surface improvements on Lyall Street from Head Street to Lampson Avenue.
- Work includes replacement of asphalt sidewalk, pedestrian controlled flashing lights, and speed control measures at intersections.
- CRD has accepted the initial scope of work.
- Request for proposal to carry out design was awarded in the second period of 2021.
- Detailed design completed and tendered in June 2022 but received no bids.
- Project was retendered in September.
- Construction contract award options presented to Council on October 3. Project was awarded by Council with construction expected to begin in early 2023.
- As part of the contract award, Council included traffic calming near the Lyall and Macaulay intersection, which was completed in the third period.

15.25. Active Transportation Study

- The base line review and the first round of public engagement along with the What We Heard Report have been completed.
- A Plan Summary Report was completed and presented to the Committee of the Whole in the second period of 2021.
- A second round of public engagement with a more focused view on potential projects was completed in the third period of 2021.
- The final report was endorsed by Council in the first period of 2022.

15.26. Active Transportation Network Plan Implementation

- The following are updates on the Active Transportation Network Plan's 5 Big Moves:
 - Quick Build Cycling Network
 - Protected bike lanes on Tillicum from Gorge Bridge to Craigflower and on Lampson from Craigflower to Esquimalt Road identified as priorities one and two.
 - Detailed design contract awarded in third period.
 - Draft designs completed in third period.
 - Check-in with the public on the designs using an online survey was completed in December with results provided to Council in January.
 - Detailed designs to be finalized in first period of 2023, with construction to follow.
 - Grant applications have been submitted for the Tillicum section for the Federal Active Transportation Fund and for the BC Active Transportation Infrastructure Grant. Results pending.
 - Lower Speeds
 - Notification from the District of Saanich in the first period of 2022 that the speed reduction pilot project is not moving forward at this time.
 - Staff to monitor strategies being developed by the District of Saanich and City of Victoria for reducing speeds in the absence of the pilot project.
 - Staff provided options for lowering speed limits to Council in the third period, with Council directing staff to proceed with a check-in with the public. This is

- expected to occur in the first period of 2023.
- Short Term Intersection Reviews & Improvements:
 - New signalized crossing on Tillicum Road identified as the top priority and is included as part of the Tillicum project described above.
 - Current designs show one crossing at Selkirk Avenue and one near the entrance to Gorge Point Park.
- Fill in Sidewalk Gaps
 - See sections 15.19 to 15.21 for updates on sidewalk projects, including the second priority identified by the public in the Archie Browning parking lot.
- Add More Staff
 - Budget approved to hire a Project Coordinator in the fall of 2022.
 - Position posted in the third period, with interviews expected early 2023.

15.27. Macaulay Speed Readers

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

15.28. ETAG (Esquimalt Together Against Graffiti)

- Public Works/Parks Departments continue to carry out work on the public realm as required.
- Tracking tool being used to assist in location of tags and taggers.
- Township and Victoria Police continue to develop framework for restructuring of ETAG.
- Discussions occurred in the first period to develop a strategy based on feedback received from City of Victoria about VTAG.
- BC Hydro maintenance agreement signed in the first period for graffiti removal on BC Hydro poles.
- Updated framework for ETAG was provided to Council in the second period of 2022.
- Staff working with VicPD to recruit ETAG volunteers in the first period of 2023.

15.29. Esquimalt Town Square Project

Offsite services

- The contractor and Aragon have continued construction of the off-site services.
- Completion occurred in second period of 2022.
- Final warranty inspection occurred in the third period with Aragon. Remaining deficiencies to occur in 2023.

Storm and Sanitary Relocation

- Work has been completed and in service.

15.30. Municipal Hall Projector

- New projector to replace the broken one that displays pictographs at night as part of the

art display on the west exterior wall of Municipal Hall.

- Updated, weatherproof projector purchased and installed in the third period.

16.0 Traffic Orders

- Number of Traffic Orders issued this period = 2 (total for the year = 5)

17.0. Development Applications

- Number of development applications for Engineering comments this period = 11 (total for the year = 52). This number includes rezoning and subdivision applications.
- Number of building permit applications for Engineering comments = 33 (total for the year = 92). This number includes demo permits.

18.0. Nelson Street Walkway

- Fire damage occurred in July to the walkway at the south end of Nelson Street
- A consultant was retained to complete an assessment of the structure and complete design and estimates of the necessary repairs.
- Design and estimate of the repair was completed in the third period of 2022.
- Repair costs to be included as part of the 2023 budget deliberations.
- The lower walkway remains closed until repairs can be complete.

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 #:23-042

PERIOD REPORT

DATE: January 23, 2023

Report No. DEV-23-007

TO: Dan Horan, Chief Administrative Officer

FROM: Bill Brown, Director of Development Services

SUBJECT: Development Services Department - 2022 Third Period Report

The following is a report on the activities pertaining to the Development Services Department from September 1, 2022 to December 31, 2022.

I. DIVISION ACHIEVEMENTS AND ACTIVITIES

1. Rezoning Application / Official Community Plan Amendments

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

- New - 878 Colville Road - 6-unit townhouse development
- New - 958 Wollaston Street - New CD zone for 4-unit complex

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 third period:

- New - 1270 Rockcrest Avenue - Rear yard accessory building
- New - 602/608/612 Nelson Street - 12 storey residential/mixed use
- New - 1086 Colville Road - new detached accessory dwelling unit
- New - 314 Uganda Avenue - new detached accessory dwelling unit
- New - 553 Paradise Street - new detached accessory dwelling unit
- New - Carlisle/Fraser/Lyall - 198 residential units
- New - 1247 Colville Road - new detached accessory dwelling unit
- New - 405 Treebank Road E - renovation and second storey addition to a single detached dwelling

3. Development Variance Permit (DVP) Applications

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

- New - 405 Treebank Road E - side and rear yard setbacks for DADU
- New - 1247 Colville Road - to allow habitable space above 1st floor of DADU

4. Board of Variance Application (BOV)

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

5. Heritage Alteration Permits (HAP)

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

6. Subdivision Applications

In addition to the existing subdivision applications that staff continue to process (Appendix “B”), the department received one new application in the third period.

- New - 904 Admirals Road - 2 lot residential subdivision

7. Temporary Use Permit [TUP] Applications

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

8. Legal Documents

Processed multiple Housing Agreements and Section 219 Covenants.

9. Other Planning Projects

- Worked with the consulting team on the Integrated Parking Study and began internal review of Parking Bylaw, 1992, No. 2011.
- Began internal review of Zoning Bylaw, 1992, No. 2050.
- Worked on internal review of Sign Bylaw, 1996, No. 2252. Update to include apartment rental signs.
- Started the internal review of the Official Community Plan for recalibration.
- Hired new Office Administrator.
- Worked on updating several brochures to help the public navigate the planning system.
- Worked with Community Safety Services and Finance and IT to establish a web based on-line building inspection booking system. This will allow residents and contractors to book building inspections on-line thereby being more convenient for them and saving staff time.
- Tenant relocation policy development.
- Doctor recruitment and retention strategy report presented to Council and Committee of the Whole.

- Development and construction management policy research and development.
- Hired a temporary auxiliary staff member who converted about 50 percent of the property files to the new Local Government Management Association format.

10. Consultation

- Staff participated in several pre-application consultations with various developers and architects actively preparing submissions for multiple family residential projects.
- Consulted with developers and commercial realtors to identify possible sites for small lot infill, commercial mixed use, and high-density residential development in Esquimalt.
- Fielded a significant volume of realtor, appraiser, developer, and potential home buyer inquiries regarding properties in Esquimalt.
- Consulted with several business owners looking to find a location for their business about the Zoning Bylaw and permitted uses in different locations.

11. Economic Development

- Many applications are inextricably linked to economic development. For example, denser urban environments have been associated with increased productivity and innovation.

12. Sustainability

- Staff worked with staff from Open Technologies to add four of Esquimalt's buildings to [Building Benchmark BC <https://buildingbenchmarkbc.ca/>](https://buildingbenchmarkbc.ca/), a voluntary benchmarking and disclosure pilot program that "aims to better understand the role of building energy benchmarking and disclosure within a larger suite of climate regulations, policies, and incentives". Links to the results for four buildings: [1229 Esquimalt Road <https://grid.opentech.eco/scorecards-v2/jhpHb-1229-esquimalt-road-2021-calendar-year>](https://grid.opentech.eco/scorecards-v2/jhpHb-1229-esquimalt-road-2021-calendar-year), [1151 Esquimalt Road <https://grid.opentech.eco/scorecards-v2/wgnvnb-1151-esquimalt-road-2021-calendar-year>](https://grid.opentech.eco/scorecards-v2/wgnvnb-1151-esquimalt-road-2021-calendar-year), [527 Fraser Street <https://grid.opentech.eco/scorecards-v2/bKfzc-527-fraser-street-2021-calendar-year>](https://grid.opentech.eco/scorecards-v2/bKfzc-527-fraser-street-2021-calendar-year), and [601 Canteen Road <https://grid.opentech.eco/scorecards-v2/AZTr5-601-canteen-road-2021-calendar-year>](https://grid.opentech.eco/scorecards-v2/AZTr5-601-canteen-road-2021-calendar-year).
- Low Carbon Energy Systems Council motion and the Provincial Carbon Pollution Standard - In September staff provide Council with background information and options for implementing low carbon energy systems for buildings and the proposed provincial carbon pollution standard. Staff met with the Step Code Peer Network which was tasked with providing feedback to the province on the proposed building code update including the carbon pollution standard and liaised with other regional and provincial staff. An update report was prepared for the January 16, 2023 Committee of the Whole.
- Staff continue to work with the CRD Climate Action Inter-Municipal Working Group
- Internal Climate Action Working Group met once in this period.

13. Geographic Information System (GIS)

- Provided digital data to the Integrated Cadastral Information Society.
- Created and updated online maps and specific thematic maps for staff.
- Provided mapping services to other departments as requested.
- Enhanced routine data maintenance tasks with scripting.
- Initiated the planning and development of an Open Data Hub.
- Processed LiDAR data to create high vegetation canopy coverage map and 3D building map.
- Evaluated rooftop PV potential and its economic feasibility and created corresponding maps and report.
- Processed census data in 2021 to GIS format to be integrated in GIS maps.

14. Other

- Reviewed numerous Building Permit applications for compliance with development permits and zoning regulations.
- Reviewed Business Licence Applications for Zoning Compliance.
- Responded to property information requests.
- Processed 15 Freedom of Information requests for building plans.
- Attended Urban Development Institute events.
- Supported the CAO with issues related to the new library.

15. Training

Staff attended the following training sessions:

- Staff attended several webinars relating to housing.
- Staff completed Fairness in Practice training through BC Ombudsperson.
- Staff completed Introduction to Emergency Management through the Justice Institute and Community Data Fundamentals through Simon Fraser University.
- Staff attended a Salmon-Safe tour of BC Transit's handyDART View Royal Site.

16. Statistics

See Appendix "A" for status of existing housing applications.

II. COMMITTEES

Advisory Planning Commission:

The Advisory Planning Commission met two times in the third period and reviewed 6 staff reports.

Design Review Committee:

The Design Review Committee met three times in the third period and reviewed 4 staff reports.

File #:23-042

Board of Variance:

The Board of Variance did not meet during this period

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
622 Admirals Road - Esquimalt Legion	Building Permit	95	38	48	181	0	Apartment Seniors
687 Admirals Road	Complete (Oct. 26, 2022)	48	0	0	48	0	Apartment
838- 842 Admirals Road	Complete (Jan. 2021)	28	0	0	28	0	Apartment
904 Admirals Road	Subdivision	2	2	0	4	0	Duplex with Suites
664 Admirals Road	Building Permit	83	0	0	83	6	Apartment
1211 Carlisle Avenue (14-lot consolidation)	Development Permit	198	0	0	198	TBD	Apartment
878 Colville Road	Rezoning	0	6	0	6	0	Townhouse
937 Colville Road	Complete (Dec 16, 2021)	0	6	0	6	0	Townhouse
955 Colville Road	Complete (Apr 17, 2021)	0	10	0	10	0	Townhouse
612 Constance Avenue	Building Permit	129	0	0	129	8	Apartment
638 Constance	Complete (Feb 23, 2020)	71	0	0	71	7	Apartment
812 Craigflower	Development Permit	0	10	0	10	0	
636 Drake Ave	Building Permit	0	7	0	7	0	Townhouse
820 Dunsmuir Road	Development Permit	0	7	0	7	0	Townhouse
835 Dunsmuir Road	Complete (Nov. 18, 2020)	0	32	0	32	0	Apartment
876 Dunsmuir Road	Building Permit	0	4	0	4	0	Townhouse
1235 Esquimalt Road - Esquimalt Town Square	Complete (Bld A July 27, 2020; Bld B Nov 9, 2020; Bld C Sept 1, 2021; Bld D March 23, 2021)	34	68	0	102	0	Apartment

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
819/821/823 Esquimalt Road	Development Permit	92	0	0	92	TBD	Apartment
820 Esquimalt Road	Rezoning	136	0	0	136	0	Apartment
856/858 Esquimalt Road	Development Permit/Development Variance Permit	198	0	0	198	0	Apartment
861/865 Esquimalt Road	Rezoning	0	43	0	43	TBD	Apartment
899 Esquimalt Road - Pacific House	Building Permit	0	66	0	66	0	Apartment
1100-1108 Esquimalt Road and 610, 612, and 618 Lampson Street	Building Permit	0	89	0	89	0	Apartment/Townhouse
615 Fernhill Road	Complete (Nov 3, 2021)	0	10	0	10	0	Townhouse
874 Fleming Street (net 60)	Building Permit	137	0	0	137	137	Apartment
880 Fleming Street	Development Permit	42	3		45	24	Apartment
474 Head Street - Triangle Lands	Complete (Nov 14, 2022)	0	73	0	73	0	Apartment
460 to 464 Head Street - West Bay Quay	Development Permit	0	12	0	12	0	Apartment
485 Joffre Street South	Rezoning	6	0	0	6	0	Stacked Townhouse
861 Kindersley Road	Rezoning	0	5	0	5	0	Townhouse
429 Lampson Street - English Inn	Building Permit	0	227	0	227	0	Apartment/Townhouse
756/758 Lampson Street	Rezoning	0	11		11		Townhouse
851 Lampson	Building Permit	0	4	0	4	0	Townhouse
884 Lampson Street	Rezoning	0	119	0	119	0	Apartment
602, 608, & 612 Nelson	Rezoning	0	105	0	105	7	Apartment

Project Address	Application Type	Number of Rental Units	Number of Owner Units	Number of Institutional Units	Total Number of Units	Number of Affordable Units Within the Total	Housing Type
906 Old Esquimalt Road	Rezoning	0	5	0	5	0	Townhouse
1338 to 1350 Saunders St	Building Permit	72	0	0	72	6	Apartment
734 Sea Terrace	Rezoning	19	0	0	19	TBD	Apartment
815 & 825 Selkirk Avenue	Development Permit	0	46	0	46	0	Apartment
1052 Tillicum Road	Building Permit	0	5	0	5	0	Townhouse
1048 & 1050 Tillicum Road	Building Permit	0	5	0	5	0	Townhouse
1075 Tillicum Road	Development Permit	0	99	0	99	0	Apartment
530/534/538 West Bay Terrace	Building Permit	105	0	0	105	0	Apartment
958 Wollaston	Rezoning	0	4	0	4	0	Townhouse
Total:		1495 (56.1%)	1121 (42.1%)	48 (1.8%)	2664 (100%)	195 (7.7% of total)	

Table 1 Number of dwelling units proposed as per active rezoning, development permit, and building permit applications in process on December 31, 2022.

Application Type	Number of Rental Units	Number of Owner Units	Number of Institutional Units	Total Number of Units
Rezoning	161	298	0	459
Subdivision	2	2	0	4
Development Permit	530	177	0	707
Building Permit	621	440	48	1109
Completed (from January 2020)	181	204	0	385
Total	1495	1121	48	2664

Table 2 Number of Units by Application Type

Ongoing Application Status as of December 31, 2022

Address	Type of Application	Description	Status
REZONING APPLICATION			
904 Admirals Road	Rezoning	To amend the Zoning from an RD-1 to a CD Zone to accommodate a two-lot subdivision for a new duplex with suites.	APC considered the application April 19, 2022.
815/825 Selkirk Avenue	Rezoning	To amend the Zoning and consolidate the two single family residential dwelling into a medium density zoning to accommodate a 46-unit multi-family building.	Council gave second reading on May 2, 2022
445 Head Street	Rezoning	To amend the Zoning to recognize the continued use of the property as a RV Park with commercial activities.	APC considered the application on February 15, 2022.
602/608/612 Nelson Street	Rezoning	To amend the Zoning to a CD Zone to accommodate a 12-storey residential / mixed use building with 98 market units, 7 below market unit & 1 café.	APC considered the application on February 15, 2022.
1075 Tillicum Road	Rezoning	To amend the zoning to a CD Zone to accommodate a 100-unit residential building with 125.2 (m ²) commercial space.	Council gave third reading on April 25, 2022
512/522 Fraser Street, 1207/1211/1215/1217/1219 /1221 Carlisle Avenue, 1212/1216/1220/1222/1224 /1226 Lyall Street	Rezoning	To amend the zoning to a CD Zone to accommodate a multiple family residential market rental apartment with 213 units.	In process- Amending Bylaw to be prepared
756/758 Lampson Street	Rezoning	To amend the zoning from Rd-3 to a CD Zone to accommodate a 11-townhouse development.	Council resolves to not hold a Public Hearing and authorizes notification of first reading.
553 Paradise Street	Rezoning	To amend the zoning to a CD Zone to accommodate a Detached Accessory Dwelling Unit.	Council gave first reading on March 21, 2022.

Address	Type of Application	Description	Status
861/863 Esquimalt Road	Rezoning	To amend the zoning to a CD Zone to accommodate a 6-storey wood frame apartment building with 52 units.	APC considered the application on April 19, 2022.
445 Head Street	OCP Amendment	To amend the OCP to create a new RV Park Commercial land use designation.	APC considered the application February 15, 2022.
734 Sea Terrace	Rezoning	To amend the zoning to a CD Zone to accommodate a 21-unit multiple family building.	Council gave second reading on September 26, 2022 and defeated the motion to give 3 rd reading on December 5, 2022.
482 Lampson Street	Rezoning	To amend the zoning to a CD Zone to accommodate a duplex residence in the backyard.	The APC considered the application July 20th. Applicant contemplating next steps.
880 Fleming Street	Rezoning	To amend the zoning to a CD Zone to accommodate 42 rental units and 3 strata units.	First reading granted on September 27th. Applicant doing more community consultation.
485 S. Joffre Street	Rezoning	To amend the zoning to a CD Zone to accommodate a six unit stacked townhouse.	Council gave second reading on December 19, 2022.
812 Craigflower Road	Rezoning	To amend the zoning from RS-1 to a CD Zone to accommodate a 10-unit 3 storey rental apartment building including one, two and three bedroom homes.	Rezoning Bylaw adopted by Council on November 21, 2022.
1253 Lyall Street	Rezoning	To amend the zoning from RD-4 to a CD Zone to accommodate a 2-lot subdivision for a Single Family Home on the new lot.	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 APC considered the application on September 22, 2020 and recommend approval. Upon receiving estimates for servicing and construction costs to complete the

Address	Type of Application	Description	Status
			proposed development the applicant is considering the proposal and staff placed the application in abeyance. The applicant has recently decided to proceed with the application. Council considered the application and chose to not hold a public hearing on April 25, 2022.
872 Old Esquimalt Road	Rezoning	To amend the OCP for DP Area No.3 to DP Area No. 6 and zoning from RD-1 to a CD Zone to accommodate a 4-unit 3 storey townhouse development.	Staff completed the plan review and are forwarded the application to DRC. Who considered the application on October 14, 2020, and recommended the proposal be denied and applicant undertake a complete redesign of the project indicating it was inappropriate for the parcel. The applicant has sold the property and withdrawn the application.
820 Dunsmuir Road	Rezoning	To amend the zoning to a CD Zone to accommodate new townhouse units.	Amendment Bylaw No. 3050 was adopted on March 21, 2022.
851 Lampson Street	Rezoning	To amend the zoning from RD-3 to a CD Zone to accommodate a 4-unit townhouse.	The APC considered the application April 21, 2020 and recommend approval. The application was reviewed by the DRC on May 13th who were pleased with the design approach. The applicant undertook Community Consultation via letter in early September while staff crafted the Zoning Amendment Bylaw. Council read the amendment bylaw a first and second time on September 28, 2020 and waived the Public Hearing. Staff completed appropriate notification and Council read the bylaw a third time on November 16, 2020, and adopted on April 26, 2021.
874 Fleming Street (Greater Victoria Housing Society)	Rezoning	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. The bylaw was adopted on April 26, 2021.

Address	Type of Application	Description	Status
819/821/823 Esquimalt Road	Rezoning	To amend the zoning to a CD Zone to accommodate a mix use, 110 suite adult apartment/condominium with 1.5 levels of underground parking.	Housing Agreement given 1 st , 2 nd , and 3 rd reading by Council on April 4, 2022.
1131 Wychbury Avenue	Rezoning	To amend the zoning to a CD Zone to accommodate 2 lot proposal for single family dwelling with a future development of a suite in the existing house.	Amendment Bylaw No. 3043 adopted on May 16, 2022.
1338/1340/1344 Saunders Street	Rezoning	To amend the zoning from RM-1 to a CD Zone to accommodate a 53-unit purpose built rental apartment building. (amended to 72 units).	Council gave 3 rd Reading on January 24, 2022.
500 Park Place	Rezoning	To amend the zoning from C-3 and P1 to a CD Zone and amend the current OCP Designation from Commercial Mixed Use / Institutional to Commercial Mixed Use for the Esquimalt Town Centre.	Notices regarding virtual neighbourhood open house sent to all owners and occupants within 100 m. The bylaw was adopted on July 5, 2021.
530/534/538 West Bay Terrace and 877/879 Dunsmuir Road	Rezoning	To amend the zoning to a CD Zone to accommodate a 125-unit residential rental housing with on-site parking	Amendment Bylaw No. 3039 adopted on April 4, 2022.
1209 Lyall Street	Rezoning	To amend the zoning bylaw to allow for a small cottage brewery operation.	Council gave second reading on September 26, 2022, held a public hearing and gave 3 rd reading of Bylaw 3082 on November 21, 2022.
1357 Esquimalt Road	Rezoning	Application Withdrawn	
884 Lampson St	Rezoning	To Amend the zoning to accommodate a 119 units, 6 storey apartment complex at 863/879/885/887 Tillicum Rd & 884 Lampson St	Applicant has submitted additional information that is being reviewed by staff.
820 Esquimalt Road	Rezoning	To amend the zoning to allow a proposed development of 3 properties to facilitate the development of a purpose-built market rental apartment building.	Preparation for Design Review Committee

Address	Type of Application	Description	Status
906 Old Esquimalt Road	Rezoning	To amend the zoning to a CD zone to create a 5 unit townhouse development	Preparing application for public hearing
861 Kindersley Road	Rezoning	To amend the zoning from RD-4 to CD zone to allow for a 5 unit townhouse development	Preparing application for the Advisory Planning Commission.
1072 Colville Road	Rezoning	Text amendment to add secondary suites to the proposed duplex	Waiting for revised drawings
1076 Colville Road	Rezoning	Text amendment to add secondary suites to the proposed duplex	Waiting for revised drawings.
DEVELOPMENT PERMIT			
1-1230 Esquimalt Road.	Development Permit	Signage for a dental clinic.	Will be presented to Council on May 16, 2022
1232/1234 Juno Street	Development Permit	Signage for a daycare.	Ready for approval
819, 821, and 823 Esquimalt Road	Development Permit	For a multi-family seniors apartment building with 92 residential units and 1 commercial retail space.	Approved by Council on September 20, 2022
901 Selkirk Avenue	Development Permit	For a new single family dwelling	Approved
1-916/920 Old Esquimalt Road (to be 1-918 Old Esquimalt Road)	Development Permit	For a new single family dwelling	Processing
2-916/920 Old Esquimalt Road (to be 2-918 Old Esquimalt Road)	Development Permit	For a new single family dwelling	Processing
3-916/920 Old Esquimalt Road (to be 3-918 Old Esquimalt Road)	Development Permit	For a new single family dwelling	Processing
4-916/920 Old Esquimalt Road (to be 4-918 Old Esquimalt Road)	Development Permit	For a new single family dwelling	Processing

Address	Type of Application	Description	Status
5-916/920 Old Esquimalt Road (to be 5-918 Old Esquimalt Road)	Development Permit	For a new single family dwelling	Processing
1195 Munro Street	Development Permit	For a Detached Accessory Dwelling Unit (DADU), on an existing lot containing an SFD.	Application approved by Council on March 21, 2022.
480 Grafton Street	Development Permit	For a new duplex with attached single car garages.	Application considered by the APC on April 19, 2022.
932 Arcadia Street	Development Permit	New Single-Family Dwelling.	Application approved and issued by the Director of Development Services on February 3, 2022.
624 Admirals Road	Development Permit	For tenant improvement, upgrade of existing building new take-out restaurant.	DP issued
1221 Rockcrest Place	Development Permit	New DADU	Application considered by the APC on March 22, 2022. Approved by Council on July 4, 2022
503 Park Place	Development Permit	For a canopy sign for the new Greater Victoria Public Library.	Application approved and issued by the Director of Development Services on January 18, 2022.
1042 Colville Road	Development Permit	New Duplex	Applicant's architect is preparing revisions based on discussions with staff.
877/879 Dunsmuir Road and 530/534/538 West Bay Terrace	Development Permit	For a 105-unit 6 storey market residential rental building with onsite parking.	DP approved April 25, 2022
856/858 Esquimalt Road	Development Permit	For a mixed-use rental building.	Council gave conditional approval to the DP and DVP on October 3, 2022.
1198 Munro Street	Development Permit	DP application for a new single-family dwelling.	The Development Permit was approved by the Director of Development Services on November 12, 2020.
622 Admirals Road	DP Amendment	To reduce the number of Congregate Care Owner units by four to accommodate additional two-bedroom units.	Application approved and issued by the Director of Development Services on January 10, 2022.
664 Admirals Road	DP Amendment	Update to the landscape plan including adding a lay by off Admirals Road.	Issued on April 29, 2022

Address	Type of Application	Description	Status
874 Fleming Street	DP Amendment	Changes to the site plan, parking plan and landscaping to accommodate an innovative garbage and recycling system.	Approved on May 3, 2022
540 West Bay Terrace	Development Permit	6-storey 105-unit apartment building	Council approved on April 25, 2022
1310 Saunders Street	Development Permit	6-storey 72-unit apartment building	DRC considered the application on April 13, 2022
1223 Colville Road	Development Permit	New Duplex	Approved by Council on October 3, 2022. DP issued on October 27, 2022.
880 Fleming Street	Development Permit	45-unit condominium building	Approved by Council on June 27, 2022
819/821/823 Esquimalt Road	Development Permit	92 residential units with one commercial unit.	Development Permit approved by Council on September 20, 2022,
901 Selkirk Avenue	Development Permit	Single family dwelling	
1075 Tillicum Road	Development Permit	99-unit residential building with ground floor commercial space.	Approved by Council on June 27, 2022.
1360 Lyall Street	Development Permit	New Duplex	Approved by Council on August 29, 2022
820 Dunsmuir Road	Development Permit	7 Townhouses	Approved by Council on July 4, 2022
1232/1234 Juno Street	Development Permit	Signage for Daycare	
881 Craigflower	Development Permit	Renovate an existing DADU	Approved by Council on March 7, 2022
1213 Old Esquimalt Road	Development Permit	Enclose a patio on an existing accessory building	In process
1310/1338/1340/1344/1350 Saunders Street	Development Permit	Six-storey purpose built rental multi-family development with 72 units	Approved by Council on June 13, 2022.
842 Carrie Street/850 Colville Road	Development Permit	For a new detached dwelling	DP amendment issued September 16, 2022.
1-1230 Esquimalt Road	Development Permit	Signage for Dental Clinic	Approved
DP Amendment - 1235 Esquimalt Road	Development Permit	Outdoor patio at the Esquimalt Town Square	Withdrawn

Address	Type of Application	Description	Status
DP Amendment – 612 Constance Avenue	Development Permit	Minor Changes to building	Approved
1234 Esquimalt Rd	Development Permit	For a new fascia sign for the building and one for the parking lot façade	Approved
532 Paradise Street	Development Permit	New Detached Accessory Dwelling Unit	Withdrawn
866 Craigflower Rd	Development Permit	For fabrication of a double sided non-illuminated free standing sign	Waiting for Sign Bylaw amendment
924 Selkirk Ave	Development Permit	For a 1 storey over crawlspace addition and porch addition to SFD	
815/825 Selkirk Ave	Development Permit	46 unit, 5 storey condominium	Waiting for revised drawings
772 Dominion Rd	Development Permit	3 storey, 8 unit stacked, strata townhome	Preparing application for Council
1189 Highrock Pl	Development Permit	New Detached Accessory Dwelling Unit	Approved
843 Craigflower Rd	Development Permit	For fabrication of a double sided non-illuminated free standing sign	Waiting for Sign Bylaw amendment
925 Esquimalt Rd	Development Permit	For fabrication of a double sided non-illuminated free standing sign	Waiting for Sign Bylaw amendment
812 Craigflower Rd	Development Permit	Replace existing SFD and create a 10-unit building	Approved
DEVELOPMENT VARIANCE PERMIT			
1-1230 Esquimalt Road	Development Variance Permit	A variance to allow fascia signs to be located above a second storey window.	Application to be considered by Council on May 16, 2022.
480 Grafton Street	Development Variance Permit	A 1.7m variance to the rear yard setback to accommodate the basement stairs.	Application considered by the APC on April 19, 2022.
859 Devonshire Road	Development Variance Permit	A zoning variance to increase the maximum liquor lounge area restriction to provide an outdoor tasting area.	Application withdrawn by applicant.
467 Lampson Street	Development Variance Permit	Variance for conversion of two underutilized amenity room spaces into two residential units.	Application to be considered by Council on May 16, 2022.

Address	Type of Application	Description	Status
856 and 858 Esquimalt Road	Development Variance Permit	Variance to the commercial space, lot coverage, multiple variances to siting and parking.	Council gave conditional approval to the DP and DVP on October 3, 2022.
474 Head Street	Development Variance Permit	Variance for relaxation of two residential guest parking stalls.	Application approved by Council on April 4, 2022.
429 Lampson Street	Development Variance Permit	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.
1-1230 Esquimalt Road	Development Variance Permit	New Facia Sign	Approved
480 Grafton Street	Development Variance Permit	1.7 metre variance to required rear yard setback to accommodate basement stairs.	Approved by Council on May 18, 2022
1221 Rockcrest Place	Development Variance Permit	To vary the requirement that the front entrance be visible from the street and to vary the requirement for a pathway from the DADU to the street.	Application considered by the APC on March 22, 2022. Approved by Council on July 4, 2022
429 Lampson Street	Development Variance Permit	Parking variance to reduce stalls required by 16	Waiting for further information from the applicant.
850 Colville Road	Development Variance Permit	Height variance - application replaced with zoning amendment bylaw 3085 to correct adoption error with earlier amendment.	Approved by Council on August 31, 2022.
772 Dominion Road	Development Variance Permit	Variance to front and interior side setback, location of open space, parking and site coverage	Preparing application for Council
932 Arcadia Street	Development Variance Permit	Setback variance	Approved
615 Bryden Court	Development Variance Permit	Rear yard setback variance from 4.5 to 4.27	Approved
435 Lampson Street	Development Variance Permit	To convert 2 main floor stage units into a new residential suite	Not approved

Address	Type of Application	Description	Status
1270 Rockcrest Avenue	Development Variance Permit	Setback variance for accessory building	Approved
BOARD OF VARIANCE			
452 Constance Avenue	Board of Variance	For an addition of a 25m ² vinyl covered deck to SW corner of home (proposed rear setback 1.59m).	Approved
727 Lampson Street	Board of Variance	For a variance to the zoning bylaw section 34.9 (b)(iv) building separation from the required 2.5m to 1.22 a difference of 1.29m.	Approved
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.
SUBDIVISION APPLICATION			
1085/1093 Gosper Crescent	Subdivision	To create a new lot for a detached dwelling.	In process
842 Carrie Street	Subdivision	To create a new lot for a detached dwelling.	Approved
916/920 Old Esquimalt Road	Subdivision	Subdivision Application to create 3 additional lots for a total of 5 lots.	Currently under review by the Subdivision Approving Officer.
615 Bryden Court	Subdivision	Subdivision Application to create 2 lots.	Waiting for a correction to be made to a legal document.
808 Viewfield Units A, B & C – Waiting for occupancy to be granted.	Subdivision	Subdivision Application to covert existing warehouse into 3 strata lots.	Approved by the Subdivision Approving Officer



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

Staff Report

File #:23-037

PERIOD REPORT

DATE: January 23, 2023

Report No. P&R-23-002

TO: Dan Horan, Chief Administrative Officer

FROM: Steve Knoke, Director of Parks and Recreation

SUBJECT: 2022 Third Period Report

The following is a report on the activities pertaining to the Parks and Recreation Department from September 1, 2022 to December 31, 2022.

I. DIVISION ACHIEVEMENTS AND ACTIVITIES

1. Parks Services

- 40 volunteers planted 550 native plants in the newly created salt marsh in Esquimalt Gorge Park on Oct 29th.
- Three playground expansion concepts were developed to expand the Anderson Park playground.
- The plaque on the Cairn at Highrock Park was replaced after it was stolen earlier in the year.
- Hither Green Park installation continued with borders, woodchips, a bench, stone pathway, front lawn, ornamental fencing, and irrigation.
- Ongoing repairs were made to the play surface at the Esquimalt Adventure Park.
- A battery powered mower and 3 battery powered snow shovels were purchased.
- 6 Recycling bins were purchased and installed in Memorial Park, Esquimalt Gorge Park, Lampson, Esquimalt Adventure Park, and Saxe Point Park.
- The horticulture team completed maintenance of the raingardens at Esquimalt Town Square.
- A new bench and plaque were installed in Memorial Park.
- Split rail fencing was installed around the owl habitat area and Gardeners compound at Saxe Point Park.
- A grant submission was prepared through Community Emergency Program Fund for a Green Shores demonstration site at Esquimalt Gorge Park.
- 59 trees were pruned.
- 20 trees were removed.
- 27 trees were planted on boulevards.
- 126 saplings were planted in natural areas.
- 566 square metres of invasive plants were removed from Saxe Point Park, Macaulay Point Park, and

Esquimalt Gorge Park.

- 19 cubic metres of invasive plant material was removed from natural areas.

Privately owned trees (tree permit/developments)

- Trees approved for removal - 25
- Trees denied for removal - 7
- Trees approved for pruning - 9

Park bookings Sept - December 2022

- Saxe Point Park - 11 (7 Weddings, 3 Picnics, 1 Event)
- Esquimalt Gorge Park - 16 (2 Filming, 8 Picnic, 3 Wedding, 3 Events)
- Bullen Park - 65 (sport user groups)
- Memorial Park - 6 (6 Special Event)
- Captain Jacobson - 2 (2 filming)
- E-Trailer - 2 (2 block party rental)

Maintenance

- 2 new custodial maintenance workers were hired for the Recreation Centre.
- September pool shutdown, repairs were made to a roof drain, the lifestyle pool drains, and a portion of the pool deck tiles were replaced.
- The curling ice was installed on September 1, 2022.
- Damaged electrical equipment and UV control equipment from a flood were replaced in the filter room.
- Repairs to the solar power system were completed to heat domestic water.
- Maintenance supported and setup for Township events including RibFest, Celebration of Lights, and the Farmers Market.

2. Recreation Services

Marketing and Registration

Pass sales for this period	2022	2021
10 Admission	687	539
25 Admission	308	204
1 Month	278	152
3 Month	267	158
6 Month	109	75
Annual	422	286

- Esquimalt Parks & Recreation social media platforms continue to have a strong following; 4,311 followers on Twitter (same as last period), 6,400 on Facebook (up from 6,071 last period) and 2,111 on Instagram (up from 1,881 last period).

Fitness

- Fitness service returned to pre-pandemic levels, as such comparable stats from 2021 are not presented in this period.
- Registration for Fitness Programs for Children, Youth and Adults in the third period was 299 participants.
- Drop-in Fitness participation was 2,868 and Weightroom Centre Drop In participation was 18,543.
- Fitness offered a new holiday initiative “12 Days of Fitmas” at the beginning of December. This initiative was created to build from the Drop-In Fitness Schedule to increase awareness and participation of drop-in fitness classes offered. 65 participants engaged in 40 drop-in fitness classes, and 9 participants were able to complete the challenge. Staff added additional weekend drop-in sessions which received positive feedback for future fitness programming.
- New registered fitness classes were offered at the Gorge Park Pavilion with 118 participants engaging in various classes including Aging Backwards, Power Yoga, and Essentrics Barre.
- New fitness equipment was installed at the beginning of December. Patrons and staff are pleased with the new cardiovascular and strength machines for the Esquimalt Recreation Centre and Archie Browning Sports Centre.

Arts, Culture, Social & Special Interest Programs

Programs took place at the Esquimalt Gorge Park Pavilion including:

- Music Together - 44 registrations
- Creative Dance & Dance Together - 41 registrations
- Chigiri-e Traditional Japanese Art - 10 registrations
- Comics & Storytelling - 31 registrations
- Holiday Greenery Wreath-Making - 17 registrations

Programs took place at the Esquimalt Gorge Park Pavilion including:

- Soap-making 101 with local business Wychbury Ave saw 21 registrations.
- New school-age class Mixed Media Art saw 31 registrations.
- Our annual Creative Knitters Sale took place on November 19 selling items knitted by the 50+ Knit & Crochet group. This year included the sale of books written by the 50+ Writer’s Group.
- The Canada Revenue Agency returned to in-person tax presentations with us and presented on Benefits & Credits for those 60+.
- Drop-in attendance numbers were strong for the 50+ Weekly Drop-in Programs, including:
 - Conversation Café
 - Mah Jong
 - Bridge - twice a week
 - Music Jam
 - Mexican Train Dominoes
 - Ukulele Club - which celebrated their 10th anniversary
 - Rumoli
 - Knit & Crochet
 - Writer’s Group

- Euchre
- Scrabble
- Cribbage
- Painting

Aquatics

- Swimming lessons were provided to 605 participants, compared to 653 in 2021
- WaterFit drop-in classes remain popular with most classes averaging 20 participants.
- Most popular classes averaged between 50-65 participants.
- The pool was open to the public for 113 hours weekly in 2022, up from 110 hours in the fall of 2021, compared to 57 hours in 2020 (pre-covid the pool was open 119 hours per week).
- 70 candidates took part in advanced aquatic training courses, up from 60 in 2021. These programs included the courses transitioning Swim Instructors from the Red Cross Swim instruction certificates to Lifesaving Society Swim instructor certificates.
- 7 new auxiliary lifeguards were hired.
- The pool continues to be rented out to 4 regular groups for swim clubs, sport training and free diving courses.

Child, Youth & Family Services

- Teen Nights ran on Thursday, Friday and Saturday nights averaging 25 kids per night.
- Raven's Club runs every Wednesday at Rockheights Middle School from 3-5pm.
- LGBTQ+ Social Night runs every Tuesday Night in the Teen Centre from 7:30-9:30pm averaging 5 kids per night.
- Out of School Care's after school program ran at capacity with 78 children and before care ran at 55/78 spots.
- Winter Break Camps ran over winter break (Dec 20-Jan 2). Camps before Christmas ran at full capacity (40/40) and camps after Christmas ran at half capacity (20/40).
- The Puddle Jumpers program ran with 6 kids.
- Esquimalt Licensed Preschool Program ran with 12 kids in our Mon/Wed class, 8 in the Tue/Thurs class, 7 in our Kinderstart class and 10 in our Fantastic Fridays class (each classes' max size is 16).
- Our drop-in Childminding program ran 2 sessions every weekday.
- Kindergym Birthday Parties returned in September. 2 parties were run on Saturday and 1 on Sunday. Every party session was fully booked with a waitlist from Sept-Dec.
- Worked with Japanese Language Consultants Victoria to run a new contracted preschool program: Japanese Play: For Infants & Toddlers. Program ran at the Gorge Park Pavilion. Program was very successful, and they are looking to grow their offerings.
- Child Soccer ran for ages 3-4, 4-5, 6-9, 10-12. Classes ran with an average of 9/12 participants.

Arena Programs

- Our Learn to Skate program was full, with 115 total participants.
- Our Noon Hour Drop-In Hockey program ran daily with the maximum allowed participation of 22 players.
- Our weekend Everyone Welcome Skates and Cougars Pond Hockey continue to be very well attended.
- The Lion's Skate with Santa, sponsored by Victoria Property Group, was held on Saturday December 3rd, with approximately 250 people in attendance. This year we not only had Santa on the ice but Elsa and Anna as well as Santa's reindeer helper.

Community Development and Events

- Ribfest returned to Bullen Field in 2022. The event consisted of live entertainment and food + beverage vendors. The event was well attended, exceeding the pre-pandemic numbers.
- The Archie Browning Sports Centre hosted the 55+ BC Games at the hockey and curling venue on September 13-17, 2022.
- The ABSC Plaza hosted the Tour de Rock - Cops for Cancer group ride on Oct 7th.
- We hosted the Senior's Appreciation Tea on October 26 with 40 participants in attendance. Seniors were invited for tea, coffee, and light snacks, served by the Mayor, Esquimalt Fire, Lab Health, and the Recreation staff team. Macaulay school choir came and performed for this event.
- The Esquimalt Lions and the Esquimalt Fire Rescue Services hosted the Halloween Spooktacular this year at the Fire Hall. The event consisted of trick or treating at the fire hall, as well as a bouncy castle and a movie playing in the fire hall bays. The event was well attended, with the Lion's reporting over 800 hotdogs handed out.
- On Nov 11th, a Remembrance Day ceremony was held in Memorial Park.
- The Holiday Celebration Lunch was held December 8th, with 65 people in attendance. We used a local Esquimalt caterer and had help serving food and beverages by the Mayor, members of Council, CAO, Esquimalt Fire, and VicPD. Macaulay School Choir performed carols in front of the attendees to rave reviews. Country Grocer donated centerpieces and Canteen Vending donated the coffee and tea service.
- Esquimalt Parks and Recreation hosted the 9th Annual Christmas Tree Village. Voting for favorite trees took place on our Esquimalt Parks and Recreation Facebook page. In total 27 Christmas Trees were decorated in the Recreation Centre atrium and the Sports Centre lobby. The people's choice award was a tie between the Esquimalt Farmers Market and the Township Community Arts Council's trees.
- The Celebration of Lights parade was held on Sunday December 4th. After the parade participants enjoyed a visit with Santa, hot chocolate, hot dogs, and live entertainment. There were approximately 35 entries in the parade and approximately 1000 people attended the after-parade activities.
- This year we saw the return of the Jolly Jingle Story Mingle, on December 10th. Ali Gaul and Grace Martin performed stories and songs for approximately 10 families, in the Recreation Centre Atrium, to rave reviews.
- On December 17th we hosted free photos with Santa and had over 200 people come through to have their photos taken.

Gorge Park Pavilion

- During this period, there were 177 bookings in the Pavilion, including weddings, Christmas parties, meetings, and events.
- High demand continues for events and booking at the Pavilion.
- The Japanese Green tea service has continued to be well received with \$171 in donations received during this time period.
- Automatic door openers were installed in the two lower bathrooms, and the upstairs 'universal bathroom', allowing us to offer fully accessible bathrooms on both floors.
- A new floor scrubber was purchased for the Pavilion.

II. COMMITTEES

The Environmental, Parks and Recreation Advisory Committee met on December 8th, 2022, and discussed;

- Salt Marsh Restoration
- Parks and Recreation Staffing Plan
- Pavilion Operation and departmental events and activities



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

Staff Report

File #:23-034

PERIOD REPORT

DATE: January 23, 2023

Report No. FIRE-23-001

TO: Dan Horan, Chief Administrative Officer

FROM: Steve Serbic, Fire Chief

SUBJECT: Fire Department - 2022 Third Period Report

The following is a report on the activities pertaining to the Fire Department from September 1, 2022 to December 31, 2022.

I. DIVISION ACHIEVEMENTS AND ACTIVITIES

1. Operations Division

Call Type and Volume		Routine Activities	
Alarm calls	65	Assist other agencies	22
Burning complaint	6	Bylaw / Fire Code inquiries	6
Hazardous material	3	General inquiries	26
Medical aid	161	Oil tank inspections	9
Misc.	5	Placed on standby (C.S.R.,Fire)	20
Motor vehicle incident	10	New building plan review	8
Other fire	2	Public ed. / hall tour	11
Structure fire	9	Fire investigations	2
Natural gas leak	7	Business licences	31
Vehicle fire	0	Public Hands Only CPR	15
Lift assist	21	Car seat inspection	1
Brush fire	1	Fire Safety Plan Review	6
Hazmat	2	Assist public	7
Total Period	292	Total Period	164
Responses YTD	881	Activities YTD	382

2. Community Services

Prevention Activities

The Office of the Fire Commissioner (OFC) provided an officer, Kathy Ferguson, to instruct crews on updated methods for fire reporting to fall in line with Provincial Legislation. Each crew was provided this training in November.

In November, crews participated in high-rise firefighting procedures training with Victoria Fire Department at Swallow's Landing.

Inspections

As of December 31, 2022, 456 of 538 company inspections were completed with 82 outstanding. The reason for the outstanding company inspections can be attributed to several factors mainly, due to COVID they were not carried out until April 2022. These outstanding inspections are a priority for completion and the senior officers are currently developing a plan for 2023 inspections.

Business License and Plan Review

Business licenses continue to be steady with EFRS receiving approximately 31 new license requests during the period. The administrative assistant continues to vet new applications and forward flagged applications on to the prevention division.

Plan Review

EFRS crews visited four Esquimalt Tower crane sites to develop rescue plans with the contractors on site.

Public Outreach/Education

On September 21st the duty crew attended Rockheights Middle School along with two off-duty members to provide a lacrosse lesson. This school engagement was designed by Firefighters MacPhail and McElroy as they are ex-Shamrock lacrosse players, with McElroy teaching students the Indigenous history of the game.

Fire Prevention week was October 9-15. EFRS hung fire prevention banners on the new temporary building raising awareness along with Halloween safety talks at Macaulay Elementary School. All Esquimalt schools were forwarded "Fire Won't Wait, Plan Your Escape" brochures and school challenges.

EFRS hosted Halloween event at the temporary firehall on October 31st as the Provincial fire ban regulations would not allow for our annual bonfire to happen. This was a great success with the community of Esquimalt.

Through the month of November EFRS fire apparatus had “Movember” moustache stencils placed on them to raise awareness around male cancers.

EFRS has partnered with School District 61 on a Pathways program with Esquimalt High School. This is called the EFRS Fire Academy. On October 27th Firefighters delivered a presentation at Esquimalt High School about the program. A Springboard Day was then set for December 13th where EFRS hosted 15 students for a day of department familiarization and training. In March of 2023 approximately 10 students will come to EFRS for one week to be exposed to and learn the firefighter trade.

3. Department Services

The third period included our quarterly training programming, including Township sponsored supervisor essentials training, firefighting tactics, self-rescue and fire officer training. We have continued with our health and wellness program. Health, sports, and fitness specialists have come in to work with the members on a variety of both physical and mental health and wellness topics.

The department has been trying to be more proactive on new building familiarization. As a result of the increased new construction and processes developed within, we are able to build relationships with builders of commercial and large residential buildings and have been given tours prior to occupancy. These provide valuable insight for our crews on layout and specialized equipment and any oddities that a specific building may have.

After a hiatus due to the pandemic, we had the chance to return to the BC Hydro Substation for a tour. This was very timely as we responded to a call at this site on Devonshire. Our crews have now had the chance to tour the facility and because of the call we were able to clarify some things operationally.

Members of EFRS attended Live Fire training at Otter Point October 14th. Strategies and tactics were used over multiple scenarios to further develop firefighter and company officer skills.

EFRS worked with one of our Mutual Aid partners, Victoria Fire Department, on our annual Confined Space Rescue (CSR) procedures & drill. Both departments were able to showcase their skills, capabilities and interoperability. This training was conducted at the Urban Search and Rescue (USAR) training grounds and included air monitoring, setting up rope rigging and the rescue of and unconscious patient. This was a great learning opportunity for all involved.

4. Administrative Services

The department had a very successful 3rd period, creating and completing an updated crest to commemorate the 20-year anniversary of Esquimalt Fire Rescue Services. Every member contributed to the crest’s creation, and it embodies our values that we are all very proud to represent each day.

The Smoke Alarm Campaign included hosting an event this year at Country Grocer on September 16th, where Firefighters set up an information area and gave away smoke alarms to residents and answered questions. The event was very well received.

Crews held a Hands Only CPR pop up session at the Rec Center. The objective was to inform members of the public on Hands Only CPR and the benefits of assisting in a cardiac arrest situation. Crews talked with the public, demonstrated the CPR skills and were available to answer questions. Demonstrations included CPR skills Automatic External Defibrillation (AED) demonstrations.

Two new programs were created this year; firstly, the Second Responder Program is a program where crews reach out to the family a week after a tragic event or a loss of a family member with a card from the department, and a check-in to see if they need anything or how we can be supportive as a fire department. This program was originally created in West Virginia by Fire Chief Jan Radar, then Surrey Fire in Canada found it to be very rewarding for the community and the crews; therefore, we have adopted and enhanced the program. Secondly, the School Academy was in full swing in the 3rd quarter, with 20 students working with the crews and gaining knowledge and understanding about the fire service. Fire Departments like Edmonton, Delta and Surrey have run specialized youth programs to empower, not so that they can become firefighters, but so they can make community connection, build confidence and learn about other options for their future years through working with our firefighters. We have refined this program that bigger fire departments use, so it's all inclusive and fits the vision of the Township of Esquimalt.

II. COMMITTEES

Esquimalt Fire Department members are 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
- BC Burn Fund