



Strategic Priorities 2019-2023

Updated February 2021



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Strategic planning: Mayor and Council

Mayor and Council adopt bylaws and policies, approve the municipal budget, and serve on various committees within the municipality and region.

They also develop and identify key strategic priorities and goals to be undertaken during the term of Council 2019 – 2023.

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



Clockwise from top left: Councillor Meagan Brame, Councillor Jacob Helliwell, Councillor Tim Morrison, Councillor Jane Vermeulen, Councillor Ken Armour, Mayor Barbara Desjardins and Councillor Lynda Hundleby

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

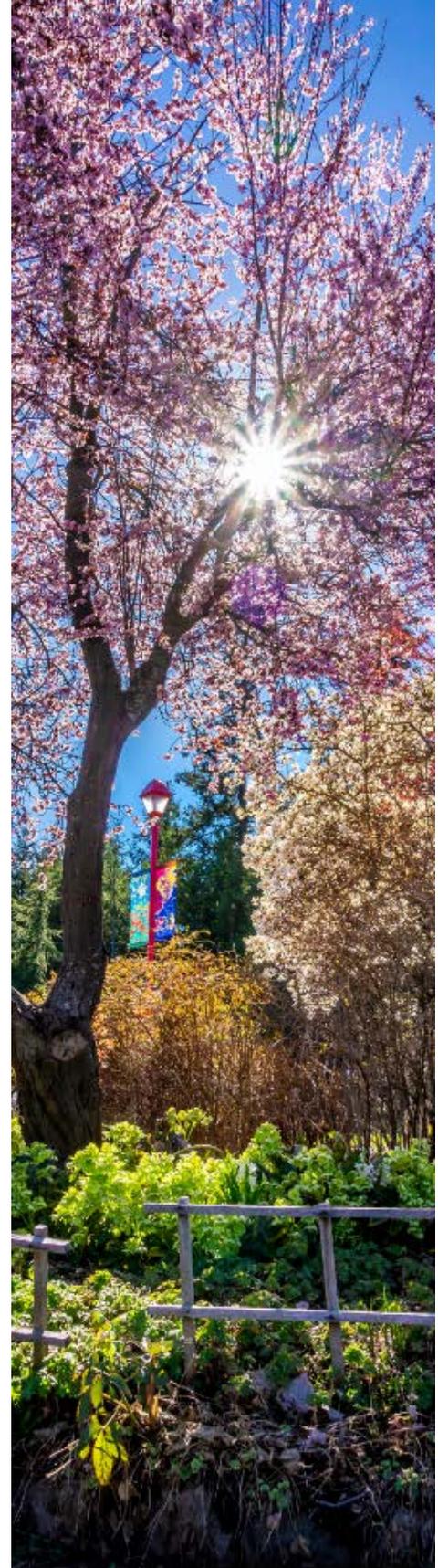
We value people and treat everyone with dignity and fairness.

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.



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.



Healthy, livable and diverse community objective: “Enhance opportunities for parks & recreation.”

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 zoning bylaw amendments for detached accessory dwelling units
- Prepare minor housekeeping amendments to official community plan
- Complete staff report on implications and costs to develop neighborhood design guidelines for the entire community
- Complete staff report on the feasibility and benefits of having a policy in regard to detached accessory dwelling units, carriage houses and below market housing

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 (added)

Support the arts, culture and heritage community

- Finalize and present Public Art Master Plan for Council consideration
- Provide training for Advisory Planning Commission members on heritage values
- Develop complete inventory of archival material
- Ensure wastewater treatment plant and Esquimalt Town Square art funds utilized fully
- Update local grant policy and online application

Enhance opportunities for Parks & Recreation

- Finalize sale of 880 Fleming Street and replenish Parkland Acquisition Fund
- Complete Saxe Point Park natural area management plan

- Complete Esquimalt Gorge Park restoration and education plan
- Develop operational plans for new Gorge Park Pavilion in conjunction with public consultation

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
- Undertake necessary processes to secure funding and approvals to ensure funding of PSB

Advance the work of reconciliation with Indigenous Peoples

- Focus on economic development in addition to funding of Indigenous art projects in the Township

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
- Present staff report to Council on options to implement the step code
- Present staff report to Council for an EV ready bylaw for new development
- Review all emergency policies and programs to ensure that they recognize and reflect climate change
- Review tree protection bylaw to ensure best practices
- Conduct public education on oil tanks and report results to Council

Develop health strategies for our community

- Develop design guidelines for improving the design of ‘missing middle’ housing (PlanH)
- Create Social Wellness Checklist



Healthy, livable and diverse community objective: “Develop design guidelines for improving the design of ‘missing middle’ housing (PlanH).”

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
- Develop territorial acknowledgements
- Continue to support First Nations events utilizing Township communication tools

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
- Work with VicPD on new Esquimalt Together Against Graffiti (ETAG) program

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

- Implement Checkout Bag Regulation Bylaw subject to Provincial direction

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

- Explore further opportunities under the Revitalization Tax Incentive Program

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

- Work with the Esquimalt and Victoria Chamber of Commerce as well as Destination Victoria to increase engagement with local businesses and awareness of Esquimalt amenities
- Facilitate budget discussions to implement economic development function as per recommendations from SIPP project
- Utilize relationship with Urban Development Institute and South Vancouver Island Economic Development Association as additional input and resource for economic development

LOCAL SERVICES AND INFRASTRUCTURE

Identify infrastructure repair and proactively plan for replacement needs

- Implementation of Inflow and Infiltration management plan and evaluation of underground infrastructure
- Continued implementation of sidewalk master plan
- Continued implementation of roadway master plan
- Continued implementation of 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
- Explore regional emergency support services

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

Support ongoing improvements to transportation corridors

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

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

- Look for opportunities to fully utilize and expand subscription base for public alert system
- Develop coordinated evacuation plans for Esquimalt and Victoria utilizing VicPD
- Monitor and review changes to the Emergency Program Act when released to determine impacts to the Township



Local services and infrastructure objective: "Develop an Active Transportation Plan."

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

- Develop and implement diversity and inclusivity education sessions for all staff
- Develop and implement two-tiered education program: supervisory training and leadership development program
- Implement recommendations from the fire department environmental scan

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

- Assess capacity in the organization and continue to ensure that effective succession planning has been developed
- Work with senior leadership team to develop operational strategies and budgets to achieve strategic goals

Engage, respect and respond to the needs of our community

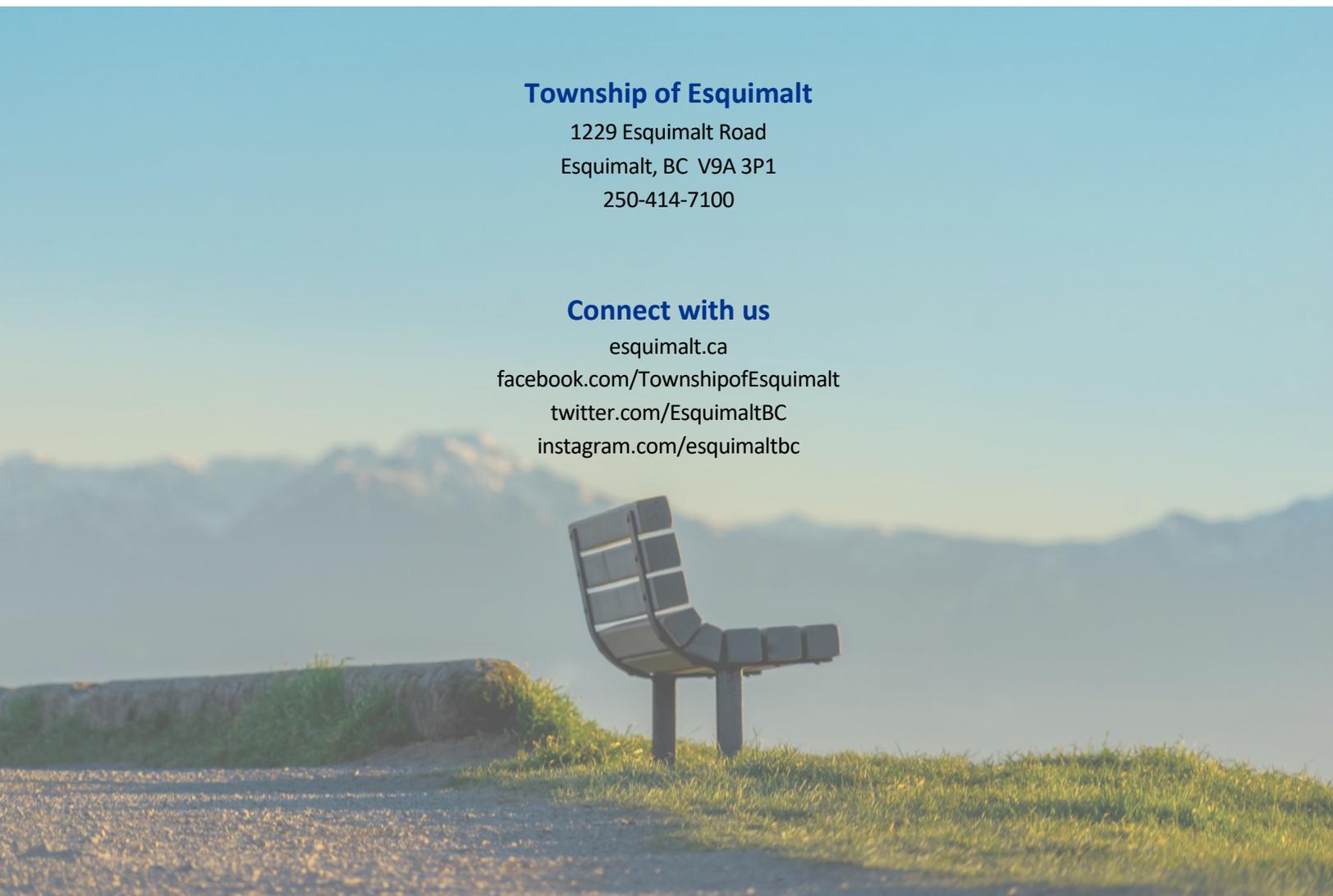
- Consider further improvement to Township website by evaluating best practices in accessibility standards and general usability
- Implement increased online functionality
- Explore opportunities for public engagement regarding annual budget process
- Improve efficiency of Council and Committee meetings by updating the Council procedure bylaw
- Improve electronic records inventory

Township of Esquimalt

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Operational Strategies 2019 – 2023 – Second Period Report - 2021

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	RFP to be published by November 1, 2021.
Prepare zoning bylaw amendments for detached accessory dwelling units	Development Services	Completed.
Prepare minor housekeeping amendments to official community plan	Development Services	Proposed amendments to be presented to Council in the third period of 2021.
Complete staff report on implications and costs to develop neighbourhood design guidelines for the entire community	Development Services	Due to workload, this will be carried forward to 2022.
Complete staff report on the feasibility and benefits of a policy on detached accessory dwelling units, carriage houses and below market housing	Development Services	The detached accessory dwelling unit Zoning Bylaw amendments have been completed. A policy report on affordable housing which asks the question, “should housing that is removed during a redevelopment be replaced within the new development as a condition of a housing agreement” will be prepared of Council’s consideration in the first quarter of 2022.
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	Base line conditions completed along with first round of engagement. Second round of engagement to happen in third period with final report being completed at the end of third period or 1 st period of 2022.
Improvements to Lyall Street from Head to Lampson utilizing funding from wastewater treatment facility agreements	Engineering & Public Works	Detailed design was started and being completed in the second period. Tender to be released in the third period with construction completion end of third period or first period of 2022.

Operational Strategies 2019 – 2023 – Second Period Report - 2021

Operational strategies	Responsibility	Progress
Support the arts, culture and heritage community		
Finalize and present Public Art Master Plan for Council consideration	Parks & Recreation	Draft Public Art Plan to be presented to Parks and Recreation Advisory Committee and Council in third period.
Provide training for Advisory Planning Commission members on heritage values	Development Services	This will be done in the third period of 2021.
Work with consultant to design new archive space in municipal hall	Corporate Services	Plans completed. Staff have worked with the consultant and have finalized plans for office space for Development Services and for Archives, based on the plans for temporary policing space.
Develop complete inventory of archival material	Corporate Services	Inventory and cataloguing of 435 library books completed. Accession inventory is approximately 50% completed and is anticipated to be completed in next period. The item-level inventory (approximately 20,000 items) is still to be completed. Related processes such as deaccessioning, reboxing material and processing the backlog are also outstanding. All archival material will be inventoried and tracked before the move to the Municipal Hall.
Ensure wastewater treatment plant and Esquimalt Town Square art funds utilized fully	CAO	Funds have been allocated for the Gorge Park Pavilion, Public Safety building and public art. Completion of some of the road restoration/improvement funding allocation has not yet been finalized. A detailed matrix of ongoing status is communicated with CRD staff on an ongoing basis until all items are finalized.
Update local grant policy and online application	Financial Services	Revised Local Grant Policy was presented to COTW; Direction was to obtain feedback from event organizers; Draft policy provided to committees and Councillors serving as liaisons; Follow up report to be presented to COTW.

Operational Strategies 2019 – 2023 – Second Period Report - 2021

Operational strategies	Responsibility	Progress
Enhance opportunities for Parks & Recreation		
Finalize sale of 880 Fleming Street and replenish Parkland Acquisition Fund	Development Services CAO	The OCP amendment bylaw and rezoning bylaw have received first reading. In order for the sale to be finalized, the bylaws need to be adopted.
Complete Saxe Point Park natural area management plan	Parks & Recreation	Overarching goals and strategies were approved by Council to protect and restore the biodiversity of ecologically sensitive areas and strengthen and build awareness on the importance of conservation for Saxe Point Park.
Complete Esquimalt Gorge Park restoration and education plan	Parks & Recreation	<p>The Township of Esquimalt in partnership with World Fisheries Trust and the Gorge Waterway Action Society will be receiving a grant from the Pacific Salmon Foundation and the Stewardship Centre of BC to develop a green shore at Esquimalt Gorge Park estuary. Details of this grant including scope of work and budget will be developed over the course of the next few months.</p> <p>One of the key objectives of the project is to create visibility of nature-based shoreline solutions through Green Shores demonstration projects with a focus on improving salmon habitat and to demonstrate a nature-based approach in a community setting that can also be used as a hands-on platform for volunteer and shoreline practitioner training.</p>
Develop operational plans for new Gorge Park Pavilion in conjunction with public consultation	Parks & Recreation	Public engagement has concluded. Staff will present the 2022 draft budget, fees and operating schedule to council in the third period.

Operational Strategies 2019 – 2023 – Second Period Report - 2021

Operational strategies	Responsibility	Progress
Fully utilize the \$17 million McLoughlin amenity funds to maximum potential		
Finish construction of Gorge Park Pavilion	Parks & Recreation	Construction of the Esquimalt Gorge Park pavilion continues to progress with a soft opening planned for early in the new year. The roof is now in place with 126 solar panels positioned to receive the rays of the sun. Triple glazed windows, HVAC, wall framing, drywall, plumbing, lighting and electrical are all being installed concurrently. The parking lot is taking shape with curbs, rain gardens and drainage and grading. The sanitary sewer and lift station is nearing completion as is the water services for the building and fire protection. BC Hydro and Telus are finalizing their installations to power up the building and provide telecommunication services. The Takata garden and cherry forest has been planted and is adorned with 5 basalt stone benches, and 3 lanterns. The legacy gifting for this project has reached \$60,000 to date. A ceremonial tree planting with Mayor Desjardins and the Takata family has been scheduled for October 15 at 10 am to recognize the significant donation of \$25,000 from the Takata family.
Finalize design and award construction tender for Public Safety Building (PSB) utilizing McLoughlin amenity funds	Community Safety PSB working group	Work is ongoing. 75% construction drawings and wayfinding proposal will be presented to Council in the next period. Work is presently on going on the Temporary Fire facility.
Undertake necessary processes to secure funding and approvals to ensure funding of PSB	Community Safety PSB working group Corporate Services	Funding has been secured and has been received by the Township.

Operational Strategies 2019 – 2023 – Second Period Report - 2021

Operational strategies	Responsibility	Progress
Advance the work of reconciliation with Indigenous People		
Focus on economic development in addition to funding of Indigenous art projects in the Township	CAO Parks & Recreation	CAO is engaging with Esquimalt Nation and has established monthly meetings to build relationships and develop consultation protocols.
Control deer in partnership with other governments		
Continue with public education program including results of study	Community Safety	Working with UWSS, public education is ongoing.
Conduct immunocontraception study	Community Safety	The Deer Study is underway. Detailed progress is in the CSS Period Report.
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	Joint project with Parks and Engineering to retain a consultant to carry out review of past projects and potential further work. Work has not been initiated yet due to staffing changes. Project to be initiated late in third period.
Finalize a Climate Adaptation Plan	Development Services	This plan is currently being updated based on an initial review by the directors. It will then be submitted to the staff environmental working group for comments followed by a review by the directors before being forwarded to a Committee of the Whole meeting.
Finalize a Climate Action Plan	Development Services	This plan is currently being updated based on an initial review by the directors. It will then be submitted to the staff environmental working group for comments followed by a review by the directors before being forwarded to a Committee of the Whole meeting.
Present staff report to Council on options to implement the step code	Development Services Community Safety	The STEP Code will be implemented in accordance with the provincial timeline. However, through the rezoning process, many developers are committing to the STEP Code. This is being secured through the use of Section 219 Covenants.

Operational Strategies 2019 – 2023 – Second Period Report - 2021

Operational strategies	Responsibility	Progress
Develop and implement strategies that reduce impact on the environment consistent with our Climate Action Charter goals (cont'd)		
Present staff report to Council for an EV ready bylaw for new development	Development Services	Completed.
Review all emergency policies and programs to ensure that they recognize and reflect climate change	Community Safety	This project is ongoing and research is currently being conducted with the Province and surrounding local government.
Review tree protection bylaw to ensure best practices	Parks & Recreation	The tree protection bylaw review will begin in November with input from the Parks and Recreation Advisory Committee.
Conduct public education on oil tanks and report results to Council	Development Services	A letter was sent to all property owners who have or may have had oil tanks on their property. The letter provided information about programs to remove the tanks.
Develop health strategies for our community		
Develop design guidelines for improving the design of 'missing middle' housing (PlanH)	Development Services	This will be done as part of the OCP recalibration amendments in the third period.
Create Social Wellness Checklist	Development Services Fire Department	This will be done as part of OCP recalibration amendments in the third period.

Operational Strategies 2019 – 2023 – Second Period Report - 2021

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	These events are on hold until COVID-19 restrictions are lifted and allowed.
Consult and engage with First Nations on update of Economic Development Strategy	Council Corporate Services	Update of this strategy is on hold until the Economic Development Officer position with the Township has been recruited.
Develop territorial acknowledgements	Corporate Services	This was completed, with a list of Territorial Acknowledgements being compiled for Council and Committee Chairs to select and read at the start of every meeting. Territorial acknowledgements were framed and posted in council chambers, ASBC and the recreation centre.
Continue to support First Nations events utilizing Township communication tools	Corporate Services	Continue to repost information regarding First Nation-specific businesses, Nation employment opportunities and grants on corporate social media accounts, although there have been few events during this period due to COVID. Shared events and activities related to National Day of Truth and Reconciliation.
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 by Mayor and Council during meeting.
Work with VicPD on new Esquimalt Together Against Graffiti (ETAG) program	Engineering & Public Works	VicPD has new software for tracking graffiti. PW to add to crew smart phones and tracking date in the third period. PW and Parks cleanup graffiti on public property when identified.
Work with Esquimalt community groups to advance economic, cultural, social and environmental opportunities		
Implement Checkout Bag Regulation Bylaw subject to Provincial direction	Development Services	Completed in the second period.

Operational Strategies 2019 – 2023 – Second Period Report - 2021

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	This is actively ongoing with 80% of costs having been expended via approved progress payments. Occupancy is expected to be approved in third period.
Support revitalization and beautification initiatives along Esquimalt Road		
Explore further opportunities under the Revitalization Tax Incentive Program	Financial Services	Report was presented to COTW in June; Direction to seek input from Chamber and UDI; Follow up report to be presented to COTW.
Boost investment in the local economy and promote the growth and diversity of businesses		
Work with the Esquimalt and Victoria Chamber of Commerce as well as Destination Victoria to increase engagement with local businesses and awareness of Esquimalt amenities	Corporate Services Development Services	Communications Manager and Director of Parks and Recreation took part in “Signs of Lekwungen” walking tour as learning opportunity and chance to meet Destination Victoria staff face to face. Continue to cross-post information with Esquimalt Chamber of Commerce and Destination Victoria resulting in the Chamber of Commerce including Township events and news in their member communications.
Facilitate budget discussion to implement economic development function as per recommendations from SIPP project	CAO	This function was approved in the 2021 budget and recruitment will begin once a date has confirmed for completion of office space in the municipal hall subsequent to the library occupying their new space.
Utilize relationship with Urban Development Institute and South Island Prosperity Project as additional input and resource for economic development	CAO	Staff have regular meeting with UDI; next meeting is scheduled for October 22.

Operational Strategies 2019 – 2023 – Second Period Report - 2021

LOCAL SERVICES AND INFRASTRUCTURE

Operational strategies	Responsibility	Progress
Identify infrastructure repair and proactively plan for replacement needs		
Implementation of Inflow and Infiltration Management Plan and evaluation of underground infrastructure	Engineering & Public Works	The Inflow and Infiltration Master Plan was completed. Plan will be presented to COTW in third period. Determined two cross connections in Gosper Crescent and working on solving the cross-connection issue. Last phase of underground pipe inspections program initiated.
Continued implementation of sidewalk master plan	Engineering & Public Works	Detailed design and tender package being completed with tender to be released in third period. Work to be completed by the end of third period or end of first period 2022.
Continued implementation of roadway master plan	Engineering & Public Works	Major maintenance/minor capital projects were carried out at: <ul style="list-style-type: none"> • Intersections of Munro/Lampson and Rockheights/Highrock • Road surfaces in the vicinity of 826 Esquimalt and 710 Lampson
Continued implementation of street lighting improvements and upgrades	Engineering & Public Works	Lighting standards have arrived for installation on island along Esquimalt Road. Work to be started late third period.
Explore local initiatives for other waste streams – Integrated Resource Management/CRD projects	Engineering & Public Works	Integrated resource management project was started. Interim report to be completed late third period.
Remove and replace underground fuel tank at public works yard	Engineering & Public Works	No work has been completed yet on this project. Will be working with consultant to determine horizontal and vertical delineation of potential contamination.
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. Asset management training completed.
Development of asset management strategy and plans	Financial Services Engineering & Public Works Parks & Recreation	Working group to be formed in third period to determine framework for asset management.

Operational Strategies 2019 – 2023 – Second Period Report - 2021

Operational strategies	Responsibility	Progress
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	Initial discussion has been held with DND Engineering. Further discussion to be held in third period to define roles and responsibilities.
Explore regional emergency support services	Community Safety	Training takes place with other local governments (View Royal and Colwood) including mobilizing members of outside ESS teams when Esquimalt's level 1 team is activated. The long term goal is to have a regional level one team however at present, we are working with those surrounding municipalities that have expressed interest.
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	CAO has worked with the Administrative Committee (3 meetings during this period) in resolving deployment and other financial issues to ensure that delivery of police services is in compliance with the Framework Agreement.
Review all alternatives for provision of police services to the community	CAO	This review will occur prior to the renewal deadline for the Framework Agreement which is during the third period 2022.
Support ongoing improvements to transportation corridors		
Evaluate transportation corridors for opportunities and options for enhancement	Engineering & Public Works	Information from the active transportation plan will be used to assist in the design of projects to encourage multi-modal movements. Design of Lampson Street awaiting information from active transportation plan with potential for focus to be on Tillicum Road.
Develop an Active Transportation Plan	Engineering & Public Works	Project has been moving forward with information gathering, preliminary evaluation and additional information gathering with expected completion date late in the third period or first period of 2022.
Participation on CRD Regional Transportation working group	Engineering & Public Works	The Township continues to have a representative on this working group. No activities in the second period.

Operational Strategies 2019 – 2023 – Second Period Report - 2021

Operational strategies	Responsibility	Progress
Plan for continuity of core local services and infrastructure in the event of an emergency		
Look for opportunities to fully utilize and expand subscription base for public alert system	Community Safety	Currently the alert system is promoted via social media, however due to COVID, no face to face promotion has occurred.
Develop coordinated evacuation plans for Esquimalt and Victoria utilizing VicPD	Community Safety	This initiative is complete. The plans have been developed and tested and the plan is updated periodically as required.
Monitor and review changes to the Emergency Program Act when released to determine impacts to the Township	Community Safety CAO	The release of this act has been put on hold by the Province.

Operational Strategies 2019 – 2023 – Second Period Report - 2021

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		
Develop and implement diversity and inclusivity education sessions for all staff	Corporate Services	Two training sessions were conducted for staff during this period with Moussa Magassa, a UVIC Human Rights Educator, and an educator specializing in equity, diversity, and inclusion. In addition, the Township hired Adrienne Smith, a non-binary transgender lawyer who specializes in human rights to lead and facilitate four training sessions for all staff on the challenges facing transgender and gender non confirming people. All training sessions were held via zoom.
Develop and implement two-tiered education program: supervisory training and leadership development program	Corporate Services	Supervisory training developed and scheduled for October and November for all supervisory staff. Advanced supervisory training scheduled for early 2022.
Implement recommendations from the fire department environmental scan	Corporate Services CAO	CAO, Director of Corporate Services and HR are part of a working group that are in the process of developing a strategic plan for Esquimalt Fire. Anticipated completion is scheduled for Period 1 of 2022.
Ensure capacity is adequate to support the goals in the Strategic Plan		
Assess capacity in the organization and continue to ensure that effective succession planning has been developed	Corporate Services Directors	Supervisory and management staff are given opportunities to act in senior level jobs during vacations and when attrition occurs, such as in recreation when several staff were temporarily promoted into senior roles. In addition, the supervisory training planned for Fall 2021 will further support succession planning.
Work with senior leadership team to develop operational strategies and budgets to achieve strategic goals	CAO	This work for 2021 was completed in the first period. The work for 2022 will be undertaken in the first period of 2022 subsequent to Council strategic planning that is scheduled for December.

Operational Strategies 2019 – 2023 – Second Period Report - 2021

Operational strategies	Responsibility	Progress
Engage, respect and respond to the needs of our community		
Consider further improvement to Township website by evaluating best practices in accessibility standards and general usability	Corporate Services	Created dedicated project pages for PSB and Active Transportation Plan on the municipal website. Used website to collect resident signups for deer study. Created dedicated web page for community newsletter.
Implement increased online functionality	Financial Services	Schedule established with Tempest to implement online application and payment for dog and business licenses; To be implemented in time for 2022 renewals.
Explore opportunities for public engagement regarding annual budget process	Financial Services	Will be reviewed with a decision made prior to commencement of 2022 budget process.
Improve efficiency of Council and Committee meetings by updating the Council procedure bylaw	Corporate Services	New legislation to be introduced in September for electronic meetings and electronic participation. These amendments will be addressed in October to ensure compliance prior to completing the broad review. Broad review of the bylaw has been initiated and updates are anticipated to come forward in Period 1 2022.
Improve electronic records inventory	Corporate Services	During this period, all electronic building and property files were relocated to the appropriate drives. A spreadsheet has been created tracking permissions on the restricted electronic records drive.



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

Staff Report

File #:21-501

PERIOD REPORT

DATE: October 12, 2021

Report No. ADM-21-019

TO: Mayor and Council

FROM: Laurie Hurst, Chief Administrative Officer

SUBJECT: CAO - 2021 Second Period Report

The following is a report on the activities pertaining to the CAO's office from May 1st to August 31st, 2021.

I. DIVISION ACHIEVEMENTS AND ACTIVITIES

1. Legislative

- Reviewed reports, agendas, minutes and action report of Council, Committee of the Whole (COTW) and In Camera meetings. Attended Council, In Camera and Special COTW meetings.

2. Operations

- Participated on working group in moving forward with new public safety building plans including building floor plans, design and wayfinding signage and finalizing design for archives space subsequent to use of space in current municipal hall for temporary policing and township use
- Continued to monitor and ensure library tenant improvements progressing including monthly meetings with developer, architects and GVP: staff; reviewed and approved progress payments and applicable change orders; during this period processed progress payment #12 which represents over 80% of the project costs; walkthrough for substantial completion to occur in October
- Emergency operations centre continued activation from March 2020 with weekly meetings during this period; senior staff continued with assessment and adjustments to operations in response to public health orders and guidelines; participated in regional and provincial conference calls and electronic meeting updates on COVID related response
- Assisted in the coordination of 6 month check in as follow up to the environmental scan process initiated in 2020 for the fire department including implementation of recommendations; continued with scheduling and preparations for strategic planning process in consultation with facilitator as recommended in the initial report

- Worked with Administrative Committee as per the framework agreement to address deployment and other policing issues including multiple Microsoft teams meetings and relevant correspondence; provided input to 2022 provisional budget as part of review with VicPD staff; provided input to VicPD in regard to performance metrics within the framework agreement
 - Initial meetings with Esquimalt Nation band administrator to build relationships and begin collaborative process to develop consultation protocols for a number of initiatives; regular monthly meetings now established
 - Provided input and guidance on a number of specific issues with senior staff including development processes for Salish Sea RV park, IRM communication plan and long term floor plans for archives space in municipal hall
 - Participated on interview panel for Director of Parks and Recreation, Manager of Corporate Services and Assistant Fire Chief positions
 - Review and approval of all corporate communications materials prior to publishing

3. Other

- **Regular meeting attendance and participation** (no external meetings since declaration of state of emergency)
 - ○ CAO/Mayor - weekly
 - ○ Senior Leadership Group - weekly
 - ○ EOC - weekly
 - ○ Public Safety Building Working Group - weekly
 - ○ GVLRA Board - monthly
 - ○ Te'mexw Treaty Advisory Committee - monthly
 - ○ Victoria City Manager - bimonthly
 - ○ VicPD Chief Constable - quarterly
 - ○ Labour Management - CUPE/IAFF - quarterly
 - ○ Emergency Planning Committee - semi annually
- **Training/Workshops/Seminars**
 - Diversity and Inclusion Workshop
 - Diversity workshop - challenges facing transgender and gender non-conforming people
 - Local Government Management Association annual conference
 - Municipal Insurance Association of BC - step 3 restart workshop
 - Fairness in Practice - BC Ombudsperson workshop

II. COMMITTEES

- CAO participates on the following committees (CAO does not sit on any Council appointed Committees):
 - Internal
 - Public Safety Building Working Group
 - Fire Department Strategic Planning Working Group
 - External
 - Greater Victoria Labour Relations Association Administrative Committee
 - Policing Framework Agreement Administrative Committee



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

Staff Report

File #:21-515

PERIOD REPORT

DATE: October 8, 2021

Report No. ADM-21-016

TO: Laurie Hurst, Chief Administrative Officer

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

SUBJECT: Corporate Services and HR - 2021 Second Period Report

The following is a report on the activities pertaining to the Corporate Services and HR departments from May 1, 2021 to August 31, 2021.

1. DIVISION ACHIEVEMENTS AND ACTIVITIES

1. Corporate Services

- 25 meetings including preparation of:
 - 8 Public Hearing notices and 2 Annual Report newspaper advertisements.
 - 54 Meeting Notices and associated newspaper advertisements.
 - 34 agendas and minutes for Regular, Special and In Camera meetings of Council and Committee of the Whole, including posting on website and Municipal Hall notice board.
 - 11 late item agenda notices.
 - 9 Action Reports and completion of all follow up correspondence and distribution to third parties.
- 140 resolutions were voted on at Special Council, Regular Council and Committee of the Whole meetings.
- Corporate Officer and Deputy Corporate Officer coordinated and scheduled 8 Presentations/Delegations to Council.
- Corporate Officer, Interim Corporate Officer, and Deputy Corporate Officer commissioned 15 documents for residents of Esquimalt.
- Staff prepared 6 Proclamations and posted to the Municipal website and Municipal Hall notice board.
- Staff processed 373 mail items for retention and distribution and sent 23 acknowledgement emails.
- Deputy Corporate Officer completed 6 electronic registrations at Land Title Office.
- Deputy Corporate Officer coordinated the flag lowering for the National Day of Remembrance for Victims of Terrorism on June 23rd.
- Corporate Officer responded to 16 requests for access to records under the Freedom of

- Information and Protection of Privacy Act (21 total for the year).
- Corporate Officer completed a Privacy Impact Assessment for filming of Junior B Hockey Games at Archie Browning Sports Centre.
- Corporate Officer and Deputy Corporate Officer continued to adapt Council meeting practices and public input opportunities based on Ministerial Orders associated with the COVID-19 pandemic.
- Corporate Officer and Deputy Corporate Officer processed, reviewed, and filed Financial Disclosure Statements for two new members of senior staff.
- Interim Corporate Officer and Deputy Corporate Officer coordinated the submission of the Alternate Approval Process to the Inspector of Municipalities and received the certificate of approval.
- Interim Corporate Officer and Deputy Corporate Officer completed the administrative change over for the new Corporate Officer.
- Corporate Officer and Deputy Corporate Officer conducted research for Council and staff on previous communications, resolutions, bylaws, and policies.

2. Committees

- Interim Corporate Officer and Deputy Corporate Officer concluded the recruitment process to fill 2 additional vacancies on the APC Design Review Committee.
- Office Administrator, as Recording Secretary for the Environmental Advisory Committee (EAC), coordinated 1 EAC meeting, including preparation and posting of notices, agendas and minutes.
- Office Administrator assisted in the coordination, preparation and posting of notices, agendas and minutes of 3 Advisory Planning Commission meetings, 4 APC Design Review Committee meetings and 2 Parks and Recreation Advisory Committee meetings.

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.

4. Administrative support for Mayor & Council and CAO

- Prepared 24 letters for Mayor and CAO [retirement/invitations/thank you/congratulations/new business] and other Township related business.
- Coordinated registration for 2 forums/seminars for Mayor.
- Organized and coordinated delivery of 25 new resident welcome packages.
- Coordinated with local businesses for donations to the new resident welcome packages.
- Liaised with various organizations on events and provided RSVPs for Mayor and Acting Mayor.

5. Records Management

- 50,416 electronic records were created and filed in the Township's electronic records classification system.
 - Including 33,433 building and property files that were reorganized and moved by contracted staff member.
- 2,737 electronic records were created and filed in the Township's restricted electronic records classification system.
- 1,408 new paper records were created and entered in the TAB Fusion software.
- 18 paper records were destroyed as part of the annual records review and destruction process, using TAB Fusion software.
- 8 new boxes sent to Access Records off-site records storage facility and entered in TAB Fusion software.
- One regular staff member contracted for various records management projects, under the direct supervision of the Archivist/Records Coordinator.
- Security permissions on the Township's restricted electronic records classification system mapped and recorded.
- Administrative staff continued advancing their departmental paper and electronic records management projects, with support and assistance from the Corporate Officer and Archivist/Records Coordinator.

6. Archives

- The Archives reopened to the public on June 8th with reduced operating hours and appropriate safety procedures. The Archives is currently open on Tuesdays from 9am to 1pm.
- 26 research requests were completed:
 - Contacted 5 researchers who were waiting for public access to the Archives' Reading Room and collections to resume. Only 2 researchers were still interested in visiting the Archives, as the other 3 had moved onto other projects or were not able to visit the Archives.
 - 3 terms of use agreements signed for use of archival photos in publications.
 - 5 internal research requests from staff.
- 5 donations of archival material accepted from the public, including a framed drawing of St. Paul's Church as it was in 1866.
- 7 buildings with approved demolition permits were photographed.
- The architect's final design of the new archives space was approved on August 30th. The construction portion of this project is expected to advance in 2024. Funding for the architectural drawings was partially supported by Canadian Heritage's Canada Cultural Spaces Fund.
- The weekly newsletter entitled "Archives from a Distance" that was sent to Archives volunteers was concluded on June 24th. The newsletter was very positively received and provided volunteers with a lighthearted diversion from the news and a way to keep connected with each other during the Archive's closure.
- The Archivist/Records Coordinator continued to collaborate with the Communications Manager on weekly #TBT (Throwback Thursday) posts.

7. Communications

The Manager of Communications:

- Designed and printed the summer edition of “The Current” community newsletter.
- Wrote articles to be included in the Times Colonist’s “Experience Esquimalt” feature.
- Submitted content for Esquimalt Chamber of Commerce’s “Shop Local” guide.
- Enrolled in Indigenous Canada courses through University of Alberta.
- Created listing in Arts and Culture BC resource website.
- Supported property tax and homeowner grant information sharing through mailed out tax notice and social media content.
- Launched hands-only CPR campaign including informational video, instruction video, social media promotion and news media promotion.
- Promoted public engagement opportunities for active transportation plan including designing graphics and writing news media releases.
- Worked with volunteers to support promotion of Buccaneer Days community decorating contest.
- Responded to heat wave by updating website to include water fountain locations and beach access points; created news feature on website with heat safety tips and promoted heat safety and cooling options on social media.
- Increased fire safety awareness messaging in response to extreme dry weather.
- Adapted Canada Day messaging to be reflective of current events involving residential schools.
- Created web forms, web content and social media promotional graphics for deer research efforts as well as media release info.
- Designed graphics, created social media content, updated website content and authored news release for plastic bag bylaw deadline.
- Sent out 6 news and events e-newsletters
- Maintained consistent communication as public health orders evolved over summer.
- Submitted ad for “In case of emergency” ad feature in the Times Colonist.
- Designed First Nations land acknowledgment poster to be posted in each facility.
- Completed memorial banner designs and submitted to printer for production.
- Worked with Parks and Recreation staff on Art in Public Spaces Master Plan, including designing social media graphics, website promotion and news release information.
- Shared information regarding Township proclamations.
- Shared information regarding Township employment opportunities.
- Continued the “Throwback Thursday” social media program in conjunction with Archives.
- Advanced “shop local” messaging in digital communications, advertisements, and Current community newsletter.
- Supported local organizations in Township-related communications, including Buccaneer Days, Urban Arts Tour, Memorial Park Music Fest, Esquimalt Farmers Market, Esquimalt Mural Festival, Ribfest and Gallery Splash.

Analytics (last period in brackets):

Esquimalt Alert registrations

- 2,043 (1,924) registrants

Legistar

- 1,248 (1,494) total page views (all pages in the Granicus system)
- 623 (860) total visits (total number of times visitors came to the site)
- 535 (754) total unique visitors - individual views of the site
- 81 per cent desktop, 19 per cent mobile
- note that Council recess allowed for fewer meetings this period

Website Hits

- Total page views: 278,738 (214,317)
- Top three pages:
 1. Home page
 2. Parks and Recreation
 3. Recreation drop-in schedules

Twitter

- Average 1,662 (2,905) post views per day (impressions)
- Total 402 (618) posts
- Total followers: 3,862 (3,770)

Facebook

- 1,775 (1,847) page likes
- 2,297 (3,203) engagements (post likes, clicks, shares)
- 219 (287) new timeline posts

Instagram

- 1,186 (1,097) followers
- 85 (111) posts
- 1,047 (1,832) engagements

LinkedIn

- 325 (279) followers
- 111 page clicks *new metric
- 18 (13) posts

Communications - related online newsletters

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

8. Human Resources

COVID-19:

- Continued to use Work from Home (WFH) Agreements. Increased working in office days from two to three days per week, in response to the Provincial Public Health Authority 4-step Re-Start Plan.
- Sent 6 COVID-19 Updates to all staff.
- Municipal Hall hours were increased from 2 days per week 9:30 am - 1:30 pm to 5 days per week, 9:30 am - 1:30 pm, in response to the Provincial Public Health Authority 4-step

Re-Start Plan.

Occupational Health and Safety:

- The Municipal Hall held 1 OHSC meeting and performed work site inspections for the Municipal Hall and Archives.
- Director of Corporate Services and HR worked with Fire staff on a WorkSafe Review, and WCAT Appeal, with the hearing scheduled in Period 3.

Training and Development:

- Human Resources arranged for two presenters to provide Diversity and Inclusion training to regular staff. The first training session was held online May 13 and May 19 with facilitator Dr. Moussa Magassa, UVic Professor and specialist in equity, diversity, and inclusion. These sessions were followed by an online workshop held on four dates, June 10, 11, 22, and 23 titled “Transgender and Non-Conforming Persons” with presenter Adrienne Smith, a Vancouver human rights lawyer. Both sessions were well attended and received positive feedback from attendees.

Recruitment:

- There were 10 regular positions filled this period.

Filled:

- Assistant Fire Chief
- Labourer II
- Director of Parks and Recreation
- Manager of Public Works
- Advanced Aquatics Instructor
- Building Maintenance Worker (RPT)
- Manager of Corporate Services
- Reception Leaders x 2 (RPT)
- Planner II-Development

In progress:

- Executive Administrative Assistant
- Lead Gardener
- Recreation Programmer - Fitness
- Finance Clerk I
- Finance Clerk II - Payroll
- Planner I
- Aquatics Supervisor
- Custodial Maintenance Worker

Labour Relations:

- IAFF: Continued working with legal counsel on an upcoming arbitration.
- Continued involvement by the CAO and the Director of Corporate Services and HR with fire department environmental scan 6-month review.

- CAO and the Director of Corporate Services and HR attended one Labour Management Meeting with IAFF, and a Labour Management meeting is scheduled for next period with CUPE.

General:

- CAO and the Director of Corporate Services and HR, together with a working committee, worked with design consultant to finalize the design for future space for Archives and Development Services.
- 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 and training sessions 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 #:21-475

PERIOD REPORT

DATE: October 12, 2021

Report No. CSS-21-015

TO: Laurie Hurst, Chief Administrative Officer

FROM: Blair McDonald, Director of Community Safety Services

SUBJECT: Community Safety Services Department - 2021 Period Report

The following is a report on the activities pertaining to the Community Safety Services Department from May 1st, 2021 to August 31st, 2021.

I. DIVISION ACHIEVEMENTS AND ACTIVITIES

1. Emergency Management

- **Neighbourhood Emergency Preparedness Program (NEPP)**
 - With continued COVID restrictions this program is still on hold. Development of new material is in process. Currently concepts are being developed in three main areas: preparedness workshops for the public, community outreach within Township community events, and a school program. Discussions have begun with the Fire Department to collaborate between both public education programs.
- **Emergency Support Services (ESS)**
 - Volunteers have continued with in-person training within the covid social distance guidelines. The number of training sessions has increased due to volunteer demand.
 - Volunteers continue to adapt to the new electronic forms for ESS and build standard practice for using this new method in both Level One and Reception Centre activation.
 - Currently an ESS exercise is being planned for December 2021. The ESS team volunteers are leading the design of this exercise as a way of keeping engagement and empowering the volunteers.
 - Held a joint exercise with Colwood/View Royal Level One ESS team and their Radio Team. The scenario was Esquimalt requiring a set-up of a reception center after attending a Level One call out. Communication between both teams was done via the Esquimalt Radio Team to Colwood/View Royal Radio Team. The exercise was successful and more will be planned for next year.

- **Emergency Radio Communications**

- 5 Radio Team laptops with the latest version of Windows 10 were updated. Required repairs were done on the to-go kits.
- Continued to meet on Wednesday even over the summer season when many other radio teams shut down.
- Attended online CRERCC Zoom meeting for CRD regional Emergency Radio Coordinators.
- Serviced both ESS and ERC generators to Public Works and refreshed old gasoline in the two spare generator gas containers.
- Tested and re-programmed all items donated to the ERC by Steve Pocock VA7KH. Some very usable items including two radios, solar panel and a battery tester.

- **Administration**

- The Emergency Program continues to be active in regional projects both under the Regional Emergency Management Preparedness (REMP) Committee and Local Government Emergency Program Advisory Committee (LGEPAC).
- Current projects are the Cross Jurisdictional Evacuation Project; this project looks at how all partners would work together when supporting the movement of residents across jurisdictions, workshops are planned for January.
- The Tsunami Mapping project has moved into a public education development phase to support the release of the Tsunami Map.
- The UBCM grant that was submitted for ESS supplies was successful. The amount granted is \$15,980.
- Internal training for Recreation Staff has begun. 5 short modules followed by a tabletop exercise has been developed and is being delivered. Delivery of this training for the municipal hall is planned for 2022.
- The Summer saw a Heat Dome over much of BC. The Emergency Program worked collaboratively with regional partners and Township Communication and Recreation staff to release public information and to support regional coordination/discussion; coordination calls were held that included Island Health.
- The Emergency Program Office in the Archie Browning Arena was cleaned out and now stores the technology for the new ESS ERA tool. The office now will also be used to house Level One response kits and supplies giving the volunteers an indoor location to gather before deployment.

- **COVID-19 Response**

- In response to the COVID-19 pandemic, the Esquimalt EOC has been activated to Level One since March 12th, 2020. The EOC has operated mainly virtually via conference call and email from employee workstations to comply with social distancing

recommendations; the exception being briefing meetings with senior staff for information sharing and planning purposes. The EOC has continued to operate under these parameters during this period.

- Staff continued to have daily and weekly conference calls with local, regional, and provincial organizations in this period while making organizational changes when required to ensure provision of essential services and ensure compliance with Provincial Health Orders.
- The EOC continues to evaluate Township operations as the COVID situation evolves. There continues to be pandemic messaging for staff, pandemic messaging, and a webpage for the public, continued focus on working from home as per Provincial Health Officers direction; presently at 60% or 2 work from home days per week for designated staff. The vaccination clinic in the curling rink of ABSC will be shut down early in the next period.

2. Bylaw Enforcement

- Bylaw Offence Notice (BON) Disputes

In this period, 12 BON's were referred to the screening officer level. Of those, four were cancelled and eight were upheld for payment. No matters were referred for adjudication.

- Dog Licencing

In 2021 the Township introduced dog tag sales at two retailers, Castle Building Center and Shoppers Drug Mart. During the second period, 148 licenses were sold: 56 from Municipal Hall and 57 from vendors. 1,495 tags have been sold thus far in 2021: 807 from Municipal Hall and 688 from vendors.

- Deer Study

Below is a summary of work conducted during this period by Dr. Fisher and his team:

- 20 control deer have been captured and marked. 2 have since died (1 by collision, the other uncertain as it was found 2 weeks later) so those will be replaced.
- 1 of the 2 IC treatment vaccines is in hand; the other is set to ship. Getting these into Canada is a difficult process.
- The team will start IC treatment early in the next period - planned start is Sept 18th.
- 33 of the 40 cameras have been deployed; the team is working on confirming locations for the other 7, some of which it is hoped can be located in Macauley; the team is awaiting DND approval. The team expects the full array to be deployed soon.
- Public response has been almost uniformly positive.
- In summary, the team is on track for the monitoring and treatment phases of the project, and on budget, with no setbacks or surprises to report.
- The team has received an inquiry from the City of Victoria with an indication that they are interested in coming onboard. The city was sent a brief outlining costs and opportunities.

- Attachments

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

3. Building Inspections/Permits

- The second period of 2021 resulted in a steady demand in permits and construction value as compared with the 2020 second period. The total value of construction in period two of 2021 is approximately \$4.3 million compared with \$4.2 million in 2020, with the permit fees showing similar amounts of \$52 thousand for 2021 and just under \$50 thousand for the second period of 2020.

- Attachments

Building Permits Chart [Attachment #2]

4. Policing

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

5. Business Licencing

- The Town of View Royal and City of Colwood have now joined the Intercommunity Business Licence group.
- The Township currently has 718 active business licences (752 in 2020) which are posted to the website and updated every month.
- In this period, 22 new businesses obtained a licence.
- In this period, 6 businesses were closed.
- Current business licences by classification:
 - 122 Apartment buildings
 - 2 Cannabis retailers
 - 30 Large commercial
 - 208 Small commercial
 - 1 Drug Paraphernalia Sales
 - 8 Inter-community
 - 3 Liquor sales
 - 1 Market

- 2 Money lenders
- 12 Non-resident
- 7 Professional offices
- 2 Pubs
- 2 Registered charities
- 26 Home crafts
- 46 Home occupations
- 246 Intermunicipal
 - 283 of the 718 active business licences are home based businesses.
- Started working with Central Square representative to set up eApply and eBilling in Tempest.

6. Public Safety Building

- Ongoing design work with HCMA - The building is nearing 75% drawings and a presentation will be made to Council in the next period outlining the building design/floor plans and proposed wayfinding designs.
- Design for temporary Fire space (Archie Browning Parking Lot) were completed, tendered and construction is beginning.
- Design for temporary Police space (old library) are complete, and construction will commence when the library is moved to their new location in the next period. Most renovations required to accommodate police in their new space will be retained upon completion of the new PSB and used for Township purposes.
- The Township has received \$35 million for construction of the PSB via long term borrowing.
- Re-Zoning for the PSB has been completed.
- The Township website is routinely updated with a dedicated PSB web page.

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
2021 – 2nd period**

	2020 2 nd Period	2021 2 nd Period	2020 Year to Date	2021 Year to Date
Total Bylaw Contraventions and Complaints Investigated	144	124	281	249
➤ Streets and Traffic	65	42	127	85
➤ General Bylaw Inquiries	20	21	44	51
➤ Maintenance/Nuisance Property/Noise Bylaw	42	44	71	82
➤ Zoning Bylaw	10	6	17	13
➤ Business License	0	1	8	2
➤ Building	4	4	5	7
➤ Animal Control	1	3	2	4
➤ Park Maintenance & Tree Protection	5	1	10	2
➤ Assist Third Party Agencies	0	1	0	1
➤ Secondary Suites	0	1	0	1
Concluded Investigations	123	101	238	211
Active Investigations	21	23	21	15
BON's & MTI's Issued	73	162	315	263
➤ Total Maximum Fine Value	\$4007	\$9042.50	\$15,657	\$14877.50
➤ Total Paid	\$770	\$1955	\$3165	\$3440
➤ Total Outstanding	\$3237	\$7087.50	\$13,262	\$11437.50
➤ Positive Resolution	23%	48%	24.5%	51%
➤ Outstanding Tickets	77%	51%	75.5%	49%
➤ Tickets Cancelled	4	7	18	19
➤ Warning Tickets (not included in "issued" total above)	59	58	157	124
BON & MTI Adjudication				
➤ Disputed Matters to Screening Officer	0	12	19	26
➤ Disputed tickets – cancelled	0	4	16	17
➤ Disputed tickets – confirmed by Screening Officer	0	8	3	9
➤ Sent to adjudication	0	0	0	0

Animal Control	2020 2nd Period	2021 2nd Period	2020 Year to Date	2021 Year to Date
➤ Dog Tags Sold	127	148	1424	1495
Incidents Investigated by Victoria Animal Control Services (VACS)	185	152	360	319
➤ Dogs at Large	14	37	29	48
➤ No Leash	39	84	127	116
➤ No License	23	70	51	105
➤ Barking/Noisy Dogs	7	0	10	8
➤ Dog Attacks (on animals)	2	5	5	8
➤ Dog Attacks (on humans)	3	3	3	3
➤ Cats at Large	13	16	15	21

Actions taken by VACS	2020 2nd Period	2021 2nd Period	2020 Year to Date	2021 Year to Date
➤ Verbal Warnings	23	63	56	76
➤ Written Notices	36	135	122	224
➤ MTI Written	12	25	19	34
➤ Animals Impounded	13	68	30	82

Permit Type Issued	2020 – 2 nd period		2021 – 2 nd period		2021 Year to date Total	
	No.	Value (\$)	No.	Value (\$)	No.	Value (\$)
Commercial	4	275,700.00	3	1,170,000.00	8	1,497,242.00
Industrial	5	257,000.00	1	350,000.00	2	1,650,000.00
Institutional	-	-	3	459,000.00	4	554,000.00
Duplex - Demolition	-	-	-	-	-	-
Duplex Alteration/Additions	-	-	1	13,000.00	2	513,000.00
Duplex New	-	-	-	-	-	-
Single Family New	2	575,000.00	1	1,100,000.00	8	4,595,000.00
Single Family Alterations	14	884,340.00	6	341,000.00	13	635,000.00
Single Family Additions	3	40,000.00	4	328,000.00	7	498,000.00
Single Family Accessory	-	-	-	-	1	40,000.00
Single Family Demolition	6	6,000.00	-	-	1	1,000.00
Multiple Family New	1	1,500,000.00	-	-	-	-
Multiple Family Alterations	6	682,000.00	4	537,000.00	14	2,287,001.
Multi Family Additions	-	-	-	-	-	-
Multi Family Demolition	-	-	2	2,000.00	3	2,001.00
Sign Permit	1	4,662.00	-	-	2	8,501.00
Miscellaneous Permits Chimney/Insert	1	1,000.00	-	-	1	750.00
Total	43	4,225,702.00	25	4,300,000.00	66	12,293,495.00
Building Permit Fees		49,926.75		52,094.65		141,628.70
*Plumbing Permits	34			46	83	

*[note- number of plumbing permits issued only]

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

COMMERCIAL

BP014290 – Unit E 890 Esquimalt Rd – Interior tenant improvement to create a new clinic space
\$1,150,000.00

INDUSTRIAL

BP014319 – 836 Viewfield Rd – Reno for offices, tasting lounge and patio– \$350,000.00

INSTITUTIONAL

BP014318 – 1231 Esquimalt Rd – Interior reno for temp police accommodation – \$457,000.00

RESIDENTIAL – SFD

BP014269 – 481 Joffre St S – To construct a garden suite – \$200,000.00

BP014314 – 1053 Wurtele Pl – To construct a new secondary suite – \$50,000.00

BP014316 – 1190 Bewdley Ave – To construct a new accessory building – \$70,000.00

BP014299 – 1231 Highrock Ave – Interior reno – \$55,000.00

BP014313 – 511 Lampson St – To create a new secondary suite - \$66,000.00

BP014320 – 484 Admirals Rd – To replace back deck, update interior of house – \$150,000.00

BP014235 – 457 Sturdee St – New single-family dwelling – \$1,100,000.00

RESIDENTIAL – MFD

BP014271 – 2-649 Admirals Rd – To repair and restore heritage veranda and balcony– \$147,000.00

BP014301 – 980 Wordsley St – For interior reno/restoring fire walls – \$130,000.00

BP014302 – 948 Esquimalt Rd – For interior reno/restoring fire walls – \$130,000.00

BP014323 – 948 Esquimalt Rd – For interior reno/restoring fire walls – \$130,000.00

Infrastructure Deposit of \$2500.00 taken on 13 of the 25 permits issued



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

Staff Report

File #:21-494

PERIOD REPORT

DATE: October 19, 2021 Report No. FIN-21-018

TO: Laurie Hurst, Chief Administrative Officer

FROM: Ian Irvine, Director of Financial Services

SUBJECT: Financial Services and IT Departments - 2021 Second Period Report

The following is a report on the activities pertaining to the Financial Services and IT Departments from May 1, 2021 to August 31, 2021.

I. DIVISION ACHIEVEMENTS AND ACTIVITIES

1. Budgeting, Financial Reporting and Accounting Operations

- A clean audit opinion on the 2020 financial statements was presented by the auditors and the statements were approved by Council in May.
- The Township's 2020 Statement of Financial Information (SOFI) was approved by Council in June.
- The 2021 tax deadline reverted to July 2 after it was extended in 2020 in response to the pandemic. The relevant 2021 property tax statistics with 2020 data for comparison purposes are:
 - Property tax folios fully collected as of July 2 - 70.9% (2020: 62.2%)
 - Property tax folios fully collected as of August 31 - 93.6% (2020: 86.8%)
 - Total deferments - 453 (2020: 498)
 - Total deferred taxes - \$1,846,119 (2020: \$1,900,762)
 - Home owner grants claimed as of August 31 - 3,838 (2020: 3,710)
 - There were 246 folios with home owner grants claimed between July 2 and August 31 folios. In these instances, the associated 10% penalty was waived in accordance with the newly adopted alternate tax collection scheme bylaw.
- Properties with delinquent property taxes were identified for potential inclusion in the 2021 tax sale. The title holders and mortgage companies on record were identified and staff coordinated payments with all parties to avoid a tax sale.
- An initial Payment In Lieu of Taxes (PILT) was received in July. The amount received represents the full amount requested in the Township's application based on BC Assessment values. The Township does not anticipate receiving any additional payments during the year and it is expected that an appeal will not be required.
- Worked with Capital Regional District and Municipal Finance Authority staff to finalize the Loan

Authorization Bylaw documentation and secure the necessary funds for the new Public Safety Building project. The proceeds from the debt issuance have been received and are available in anticipation of project commencement.

- Commenced the project to implement improved online functionality for property tax payments as well as dog and business license applications and renewals. The project work to date has involved an assessment of our existing processes and documentation as well as system configuration and training of subject matter experts.

2. Information Technology

- Closed a total of 544 internal staff support calls during the period which represents a 74% increase from the same period in 2020. This variance was caused in some degree by previously restricted operations and reduced staffing levels at some Township facilities during 2020 in response to the pandemic.
- Completed work on the Township's email functionality including the automation of signatures and the deployment of 'safe links' which searches messages for links to malicious codes or websites.
- Completed the rollout of multifactor authentication. This provides enhanced security for external access to the Township's systems and reduces the Township's annual cyber insurance premium.
- Moved current users to Exchange Online and migrated the mail archive from the previous application. This move provides more storage, easier access for end users and results in approximately \$1,200 of annual savings.

3. Risk Management

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

II. COMMITTEES

The Local Grant Committee completed its review of all 2022 Permissive Tax Exemption applications received prior to the August 31 deadline. The Committee's recommendations were subsequently approved by Council and a bylaw was drafted for adoption.



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

Staff Report

File #:21-514

PERIOD REPORT

DATE: October 20, 2021

Report No. EPW-21-24

TO: Laurie Hurst, Chief Administrative Officer

FROM: Jeff Miller, Director of Engineering & Public Works

SUBJECT: Engineering & Public Works Departments - 2021 Second Period Report

The following is a report on the activities pertaining to the Engineering & Public Works Departments from May 1, 2021 to August 31, 2021.

1. DIVISION ACHIEVEMENTS AND ACTIVITIES

1. Sanitary Sewer

- 8 new service laterals installed this period (16 total for the year).
- 2 service laterals replaced (due to blockages) this period (6 total for the year).
- Test and clear inspections as and when required.
- 2 new manholes installed this period (3 total for the year).

2. Pump Stations

- Crews have been carrying out routine maintenance activities.
- Annual program for pump maintenance/controls inspections is being setup for implementation in the third period.
- Program also includes coordinating similar activities for View Royal pump stations.
- Constance pump station control system was installed in the second period. No issues since.

3. Storm Drains

- 6 new service laterals installed this period (13 total for the year).
- 1 service lateral replaced (due to blockages) this period (4 total for the year).
- Test and clear inspections as and when required.
- 1 new manhole installed this period (2 total for the year).
- 0 catch basins replaced this period (2 total for the year).
- Program for catch basin cleaning completed.
- Discussions with CFB Esquimalt and the Graving Dock initiated in the second period to continue earlier discussion on spill response protocols.

- Training in spill response will be initiated in the third period for Public Works staff, provided a trainer can be obtained.
- Received negative response from Infrastructure Canada on the grant application for end of pipe treatment structures for Gorge Creek and West Bay stormwater collection basins.

4. Liquid Waste Management

Wastewater - Inflow and Infiltration

- Continue to build program/bylaw for inflow and infiltration mitigation based on reports: EPW-18-036, EPW-09-044, EPW-15-019, EPW-17-046, and EPW-17-064. Further discussions with Council to occur in third period.
- Continued inspection of Gosper Crescent storm and sanitary mains in coordination with residents and CRD Source Control staff. Two cross connections identified.
- Separation of combined manhole at Uganda to occur in the third period.
- Inflow and infiltration master plan was initiated in late 2020 and completed.
- Worked with the CRD for submission of Inflow and Infiltration report to the province as part of the Core Area Liquid Waste Management Plan.

Liquid Waste Management Plan

- Participated on the Esquimalt Liaison Committee.
- Committee is transforming from construction-based view to an operational view. First of two bi-annual meetings occurred in the second period.

Integrated Watershed Management

- Staff participating as a member of the committee.
- No activities undertaken.

5. Roads

- Snow & Ice Control Programs carried out as required (1 event occurred in February).
- Pothole repairs being carried out as required.
- Painting of curbs, crosswalks and stop bars program was completed. Due to difficulties with the supply chain some locations not painted.
- Line painting on roads completed.
- Major repair/minor capital works was completed with several locations requiring repairs via asphalt removal and replacement.
- Carried out surface restoration for third parties.
- Approximately 181.97 tonnes of asphalt placed for the period (366.25 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 43.6 cubic meters of concrete (includes curb and gutter and sidewalk panels) was placed (75.6 cubic meters total for the year).
- Approximately 201 linear meters was replaced for the period (284.4 linear meters total for the year).

8. Sidewalk Ramps

- Program for replacement or installation of new sidewalk ramps was carried out.
- Five ramps were replaced around Rockheights Middle School.

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:
 - 0 - No.1 trip hazards completed this period.
 - 1 - 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 working on specifications for replacement of solar powered lighting panels due to theft. Installation to occur in the third period.

11. Solid Waste Management

Garbage and Kitchen Scraps Collection

- Operations normal.
- Number of additional garbage and organics bins purchased to the end of period = 16 (total additional bins purchased since 2014= 393).
- Tonnage of garbage waste stream collected for period = 345.92 (total for the year = 690.99).
- Tonnage of kitchen scraps stream collected for period = 188.93 (total for the year = 390.72).
- Tonnage for garbage and kitchen scraps streams for the year = 1,081.71 (total for same period 2020 = 1,097.01).
- Processing of system for kitchen scraps will continue out of region with an increased cost associated with this decision impacting the budget in 2022. No direction received on possibility of mixing kitchen scraps and yard/garden streams.

Yard and Garden

- Operations normal.

- Preparing for contract extension for contractor of site and processing.
- Usage of transfer station during period: May to August 2021:
 - Esquimalt residents = 6,825 (11,260 total for the year).
 - View Royal residents = 4,653 (7,401 total for the year).
 - Commercial = 20 (39 total for the year).
 - Tonnage removed from site = 732.57 (1,336.61 total for the year).
 - Tonnage removed in 2021 second period = 960.71 (total for 2020 = 1,416.52).

Recycling

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

12. Fleet

- Operations normal.
- Will issue a request for interest to determine state of industry for the purchase of electric/hybrid units in the third period.
- Vehicles to be purchased:
 - 3 - $\frac{3}{4}$ ton trucks
 - Electric utility cart
 - Small dump truck
 - Asphalt roller and trailer
 - Heated reservoir for thermoplastic paint
- Vehicles in progress:
 - Rescue truck in service
 - Bylaw $\frac{1}{4}$ ton in service
 - Single axel dump truck complete with snow and ice attachments purchased and awaiting delivery

13. Work Orders

- Work orders for call outs and/or repairs at View Royal pump stations for the period = 2 (total for the year =3).
- Work orders issued for asphalt/sidewalk repairs following work by other utilities for the period = 28 (total for the year = 51).
- Work orders issued for sanitary and storm services to accommodate new development in the period = 3 (total for the year = 12). Note: does not include work orders issued for capping services.

14. Training

- Working on training opportunities that will meet COVID-19 restrictions.
- Training includes:
 - Confined space
 - Spill response
 - Environmental Operator - Small Potable Water System
 - Fall protection

- Ground disturbance
- Vehicle orientation and operation

15.00. Capital Projects

15.01. Aerial Photograph

- Fly over completed in second period. Awaiting data from CRD.

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.
- Additional locations are being identified by condition assessment from CCTV inspections of lines from Road Corridor Program.
- Identifying locations for repairs.
- Three of five locations identified for spot repairs were completed in the second period. The locations are either in the road or sidewalk and are in front of the following addresses:
 - 1215 Esquimalt Road (completed)
 - 860 Lampson Street (repair on south side of Transfer Street) (to be completed in third period);
 - 610 Lampson Street (completed);
 - 508 Grafton Street (repair on south side of Esquimalt Road) (completed); and
 - 798 Lampson Street (to be carried out third period).
- Construction techniques will utilize dig and no dig methodologies.

15.03. Service Line Modification in Public Works Yard

- The storm collection laterals within the Public Works Yard need to be modified.
- This project will involve the rerouting of the storm service to the sanitary service to better control water quality.
- Design completed and components ordered.
- Approval granted from CRD to discharge into the sewer and amend Township's permit.
- Construction halted due to rock layer.
- Redesign of modification underway with installation expected in the third period.

15.04. Replacement of West Bay Manhole

- The existing storm manhole is in poor condition.
- Design of replacement manhole changed to prefabricated wye due to surrounding utilities.
- Wye has been received.
- Installation in third period.

15.05. 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.
- Design will start in the third period with construction following.

15.06. Installation of Sanitary Service Saxe Point Park

- The septic field at Saxe Point bathrooms has failed.
- The project will see a combined force main/gravity system installed from the bathrooms to the existing sewer network on Munro Street.
- This project will utilize a no-dig construction methodology to minimize disturbance to the park.
- Pre-design completed.
- Request for proposal for detailed design initiated with anticipated release in third period.
- Tendering and construction will occur in the third period.

15.07. 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.
- Pre-design completed.
- Request for proposal for detailed design initiated with anticipated release in third period.
- Tendering and construction will occur in the third period.

15.08. 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 late in the third period.

15.09. Review of SCADA Upgrade System

- Discussion with CRD will be carried out in the third period about service provision.
- A request for proposal will also be prepared to determine alternative/potential SCADA systems for pump stations late in third period.

15.10. 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.
- Working with consultant to delineate horizontal and vertical delineation potential

contamination in the third period.

15.11. 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.
- Design to be started in third period.

15.12. Inspection of Masonry Structures

- An inventory of the masonry structures has been completed.
- In 2021, a consultant will be retained to assist in the assessment of the structures.

15.13. 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.
- Work on this project will be initiated in the third period.

15.14. Parking Study

- Joint project between Development and Engineering to look at the various aspects of parking both on street and off street.
- Development is developing a request for proposal for the study
- Request for proposal to be released in third period.

15.15. 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 to start in the third period.

15.16. 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.

15.17. 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.
- Equipment procurement underway.
- Installation to occur in third period.

15.18. 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 2022.

15.19. Banner Holder Replacement

- The banner holders have been received in the second period.
- Potential change in cross section from Active Transportation study will be reviewed prior to construction.
- Construction to occur in the third period.

15.20. Remembrance Banners

- Banner sales were open to the public in April.
- As of the end of the second period, 26 banners have been purchased.
- Installation of banners to occur in the third period.

15.21. Sidewalk Capital Program

- This program increases the sidewalk network in length and improves connectivity.
- The Constance Avenue project (457 Constance to 425 Constance) has undergone preliminary design and street engagement.
- Consultant retained to carry out detail design/tendering/construction in the second period.
- Tendering and construction in the third period.
- The Kinver Street project (between Hadfield Avenue and Munro Street) has undergone preliminary design, with detailed design completed in the second period.
- Construction to be carried out in the third period to alleviate stress on adjacent trees.
- Engineering has made application for funding from the Province for the construction of sidewalk between Lampson Street and Kinver Street along Greenwood Avenue.
- Application was not approved.

15.22. 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 on Constance Avenue from Lyall Street to 457 Constance Avenue.
- The Constance Avenue program has undergone preliminary design and street engagement.
- The 2021 project is along Head Street from Dunsmuir Road to Wollaston Street.
- The design of this road will be included with the Lyall/Constance Street projects.
- Consultant retained to carry out detail design/tendering/construction in the second period.
- Tendering and construction in the third period.

15.23. 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 in the second period for completing the inspection of the storm and sanitary collection systems.
- Work under way and will be completed in first period of 2022.

15.24. 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.
- Preliminary design has been completed. Detailed design will occur in conjunction with the two sidewalk programs on Constance.

15.25. Admirals Road and Esquimalt Road Intersection

- Preliminary design has been completed for the lane configuration.
- Detailed design will be undertaken in the second period for pole and intersection control.
- Construction will be carried out based on BC Hydro's schedule for providing service to 622 Admirals Road.
- Anticipate work to occur in the third period.

15.26. Active Transportation Study

- The Active Transportation Study has been initiated.

- 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.
- A second round of public engagement with a more focused view on potential projects will be launched in the third period.
- The final report will be completed in the third period or early in the first period of 2022.

15.27. 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 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 with design/tender/construction in the third period.

15.28. ETAG (Esquimalt Together Against Graffiti)

- Public Works/Parks Departments continue to carry out work on the public realm as required.
- Township and Victoria Police continue to develop framework for restructuring of ETAG.
- Tracking tool being introduced to assist in tracking of tags and taggers.
- Review of potential contracted services to be undertaken in 2021/2022.

15.29. Esquimalt Town Square Project

Offsite services

- The contractor and Aragon have continued construction of the off-site services.
- Anticipate completion of work in third period.
- Working with Aragon and consultant for turn over of infrastructure.

Storm and Sanitary Relocation

- Work has been completed and in service.

15.30. Professional Governance Act

- Attending EGBC webinars and constructing structure for meeting requirements of Act.
- Permit to Practice obtained.
- Working on necessary procedures and policies required by EGBC.

16.0 Traffic Orders

- Number of Traffic Orders issued this period = 8 (total for the year =11)

17.0. Development Applications

- Number of development applications for Engineering comments this period = 15 (total for the year = 24). This number includes rezoning and subdivision applications.
- Number of building permit applications for Engineering comments = 46 (total for the year = 80). This number includes demo permits.

2. 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 #:21-517

PERIOD REPORT

DATE: September 19, 2021, Report No. DEV-21-071
TO: Laurie Hurst, Chief Administrative Officer
FROM: Bill Brown, Director of Development Services
SUBJECT: Development Services Department - 2021 Second Period Report

The following is a report on the activities pertaining to the Development Services Department from May 1, 2021 to August 31, 2021.

I. DIVISION ACHIEVEMENTS AND ACTIVITIES

1. Rezoning Applications / Official Community Plan Amendments

In addition to processing applications submitted previously (Appendix "B"), the Department received five new rezoning applications and one new OCP amendment application in the second period:

- New - 1075 Tillicum Road - To amend the zoning to a CD Zone to accommodate a 100-unit residential building with 125.2 (m²) commercial space.
- New - 512/522 Fraser Street, 1207/1211/1215/1217/1219/1221 Carlisle Avenue, 1212/1216/1220/1222/1224/1226 Lyall Street - To amend the zoning to a CD Zone to accommodate a multiple family residential market rental apartment with 213 units.
- New - 756 / 758 Lampson Street - To amend the zoning from Rd-3 to a CD Zone to accommodate a 11-townhouse development.
- New - 533 Paradise Street - To amend the zoning to a CD Zone to accommodate a Detached Accessory Dwelling Unit.
- New - 861 / 863 Esquimalt Road - To amend the zoning to a CD Zone to accommodate a 6-storey wood frame apartment building with 52 units.
- New - 445 Head Street - To amend the OCP designation to a Trailer RV Park.

2. Development Permit (DP) Applications

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

- New - 856/858 Esquimalt Road - For a mixed-use rental building.
- New - 1140 Wychbury Avenue - To replace current double carport / garage with a larger garage with hobby space.
- New - 610 / 612 Lampson Street, 1100/1104/1108 Esquimalt Road - For a 5-6 storey multiple residential building.
- New - DP Amendment - 1158 Craigflower Rd - Deck addition
- New - DP Amendment - 1160 Craigflower Rd - Deck addition

3. Development Variance Permit (DVP) Applications

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

- New - 856 Esquimalt Road - Variance to the commercial space, lot coverage, multiple variances to siting and parking.
- New - 1140 Wychbury Avenue - Variance for garage height and garage setback
- New - 474 Head Street - Variance for relaxation of two residential guest parking stalls.

4. Board of Variance Application (BOV)

Two new applications were received in the second period. See Appendix “B” for ongoing applications.

- New - 452 Constance Avenue - For an addition of a 25m² vinyl covered deck to SW corner of home (proposed rear setback 1.59m).
- New - 727 Lampson Street - 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.

5. Heritage Alteration Permits (HAP)

No new applications were received in the second period.

See Appendix “B” for ongoing applications.

6. Subdivision Applications

Two new Subdivision Applications were received during the second period. See Appendix “B” for ongoing applications.

New - 1085 / 1093 Gosper Crescent - To create a new lot for a detached dwelling.

New - 842 Carrie Street - To create a new lot for a detached dwelling.

7. Temporary Use Permit [TUP] Applications

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

8. Legal Documents

Processed multiple Housing Agreements and Section 219 Covenants.

9. Other Planning Projects

Detached Accessory Dwelling Unit Legalization

- A public hearing was held on May 17, 2021 after staff prepared advertisements for inclusion in two consecutive issues of the local paper.
- Bylaw No. 3013 to amend Zoning Bylaw 1992, No 2050 and Parking Bylaw No. 2011, 1992 was adopted June 14, 2021.
- Website updated with an information page dedicated to “Detached Accessory Suites”.

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.

11. Economic Development

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

12. Sustainability

- Checkout Bag Regulation Bylaw Adopted June 14, 2021.
- Continued to respond to enquiries and updates from residents regarding rebate program for fuel switching to air-source heat pumps. Esquimalt heat pump rebate contribution was topped up from the initial \$5,000 to \$10,000. 15 rebates remitted to Esquimalt residents as of end of June.
- New staff working towards familiarity with the Climate Plan project.
- Bicycle rack \$10,000 donation project - report written with accompanying maps and photos recommending locations for future bicycle rack placement.
- Staff continue to work with the CRD Climate Action Inter-Municipal Working Group.

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.

- Prepared relational database to make access to building permit data by staff easier.
- Provided mapping services to other departments as requested.
- Building inventory with attributes for use, residential units, year of construction, and storeys as the basis for the Housing Inventory report.
- Enhanced routine data maintenance tasks with scripting.

14. Other

- Reviewed numerous Building Permit applications for compliance with development permits and zoning regulations.
- Reviewed 26 Business Licence Applications for Zoning Compliance.
- Prepared 53 property information letters.
- Attended several Urban Development Institute webinars.
- 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, municipal law, electric vehicles, development trends and GIS in greater Victoria.
- Staff completed online courses in emergency management sponsored by the province.

16. Statistics

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

II. COMMITTEES

Advisory Planning Commission:

The Advisory Planning Commission met three times in the second period and reviewed 8 staff reports.

Design Review Committee:

The Design Review Committee met four times in the second period and reviewed 9 staff reports.

Environmental Advisory Committee:

The Environmental Advisory Committee met once in this period and reviewed 1 staff report.

Board of Variance:

The Board of Variance did not meet in the second 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
681& 685 Admirals Road	Building Permit	48	0	0	48	0	Apartment
838- 842 Admirals Road	Occupancy	28	0	0	28	0	Apartment
1211 Carlisle Avenue (14-lot consolidation)	Rezoning	213			213	TBD	
937 Colville Road	Building Permit	0	6	0	6	0	Townhouse
955 Colville Road	Occupancy	0	10	0	10	0	Townhouse
616-620 Constance Avenue & 619-623 Nelson Street &1326 Miles Street	Development Permit	129	0	0	129	8	Apartment
638 & 640 Constance Avenue & 637 Nelson Street	Building Permit	71	0	0	71	7	Apartment
669 Constance Avenue	Development Permit	83	0	0	83	6	Apartment
636 Drake Ave	Development Permit	0	7	0	7	0	Townhouse
819/821/823 Esquimalt Road	Rezoning	92	0	0	92	TBD	Apartment
820 Dunsmuir Road	Rezoning	0	7	0	7	0	Townhouse
835 Dunsmuir Road	Occupancy	0	32	0	32	0	Apartment
876 Dunsmuir Road	Development Permit	0	4	0	4	0	Townhouse
1235 Esquimalt Road - Esquimalt Town Square	Occupancy granted for Buildings A, B, and D.	34	68	0	102	0	Apartment
856/858 Esquimalt Road	Development Permit/Development Variance Permit	198	0	0	198	0	Apartment
861/865 Esquimalt Road	Rezoning	52	0	0	52	TBD	Apartment
899 Esquimalt Road - Pacific House	Development Permit	0	66	0	66	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
1100-1108 Esquimalt Road and 610, 612, and 618 Lampson Street	Rezoning/Development Permit	0	89	0	89	0	Apartment/Townhouse
615 Fernhill Road	Occupancy	0	10	0	10	0	Townhouse
874 Fleming Street (net 60)	Development Permit	137	0	0	137	137	Apartment
880 Fleming Street		42	3		45	24	Apartment
474 Head Street - Triangle Lands	Building Permit	0	73	0	73	0	Apartment
460 to 464 Head Street - West Bay Quay	Rezoning	0	12	0	12	0	Apartment
485 Joffre Street South	Rezoning	6					Stacked Townhouse
429 Lampson Street - English Inn	Development Permit	0	227	0	227	0	Apartment/Townhouse
756/758 Lampson Street	Rezoning	0	11		11		Townhouse
851 Lampson	Development Permit	0	4	0	4	0	Townhouse
1338 to 1350 Saunders St	Rezoning	72	0	0	72	6	Apartment
734 Sea Terrace	Rezoning	21	0	0	21	TBD	Apartment
1052 Tillicum Road	Occupancy	0	5	0	5	0	Townhouse
1048 & 1050 Tillicum Road	Rezoning	0	5	0	5	0	Townhouse
1075 Tillicum Road	Rezoning		100			100	Apartment
530/534/538 West Bay Terrace	Rezoning	125			125	TBD	
Total:		1446	777	48	2271	188	

Table 1 Number of dwelling units proposed as per active rezoning, development permit, and building permit applications in process on September, 2021.

Ongoing Application Status as of August 31, 2021

Address	Type of Application	Description	Status
Rezoning Applications			
734 Sea Terrace	Rezoning	To amend the zoning to a CD Zone to accommodate a 21-unit multiple family building	Waiting on receipt of updated material from applicant in response to staff feedback.
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 20 th . Applicant contemplating next steps.
820 Esquimalt Road and 833 /837 Old Esquimalt Road	Rezoning	To amend the zoning to allow a total of 117 rental dwelling units in 2 buildings	Application withdrawn
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 27 th . Applicant doing more community consultation.
485 Joffre Street	Rezoning	To amend the zoning to a CD Zone to accommodate a six unit stacked townhouse	Waiting on further application materials.
821 Craigflower Road	Rezoning	To amend the zoning from RS-1 to a CD Zone to accommodate a 12-unit building including one, two and three bedroom homes. Staff completed the plan review which resulted in several recommendations for design changes to this proposal. The applicant submitted revised application for a 12-unit building including a small coffee shop on November 18, 2020. The addition of a commercial use has changed the application to amend both the Official Community Plan Proposed Land Use designation from Medium Density Residential to Neighbourhood Commercial Mixed-Use and to amend the zoning from RS-1 to a CD zone to accommodate the proposal.	Council defeated the bylaw.

1253 Lyall Street:	Rezoning	To amend the zoning from RD-3 to a CD Zone to accommodate a 2-lot subdivision.	Staff completed the plan review which resulted in recommendations to adapt the existing home to an amended site layout where slightly more land was left associated with the existing home and that home is modestly renovated to offer better connection to the parking area and yard. The applicant responded with new drawings on August 10th and APC considered the application on September 22, 2020 and recommend approval. Upon receiving estimates for servicing and construction costs to complete the 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.
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	As requested by Council, a consultant was hired to do an assessment of the heritage value of the existing building on the site. Council reviewed the consultant's report and instructed staff to have an appraisal prepared to indicate what impact designating the property as a heritage property would have on the market value. Council considered the appraisal and decided not to pursue heritage protection. The application was presented to the Design Review Committee. The applicant revised the application based on the Committee's comments. The revised proposal will be taken to the Advisory Planning Commission in the third period.

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.
842 Carrie Street	Rezoning	To amend the Zoning from RS-1 to a CD Zone to accommodate a 2-lot subdivision, adding a new house and renovating the existing house	The APC considered the application April 21, 2020. Council considered the application for the OCP amendment for consultation on June 3, 2020 and 1st reading of OCP amendment bylaw and zoning amendment bylaw on Sept 14, 2020. Council read the OCP amendment bylaw and zoning amendment bylaw a second time on October 26, 2021. Staff scheduled the Public Hearing for March 3, 2021 and completed notification as required. Council, after holding the Public Hearing, read amendment bylaws No. 3005 and No. 3006 read a third time. Section 219 covenant executed and registered. Council adopted the Bylaws on June 24, 2021.

475 Kinver Street:	Rezoning	To amend the zoning from RD-3 to a CD zone to accommodate 4 units (duplex with secondary suites)	The APC considered the application January 19, 2021. Council considered the bylaws for 1 st and 2 nd reading on May 5, 2021; directed the applicant to make changes to the proposed building. Council granted 1 st reading on July 5, 2021. Applicant withdrew the application on July 15 th . Deposit was returned.
• 1048 & 1050 Tillicum Road	Rezoning	To amend zoning from an RD-1 to CD-132 to accommodate a duplex and triplex (5-unit townhouse)	Waived Public Hearing mail notices were sent out June 22 nd and the bylaw was read a third time on July 6 th . Adoption of Bylaw No. 2994 has been withheld pending registration of a Section 219 Covenant securing amenities offered by the applicant. An oversight was discovered by staff in preparation to return Bylaw No. 2994 to Council. The OCP Development Permit Area applied to the property was inconsistent with the proposed design therefore an OCP amendment is required. Council approved the OCP circulation list on October 5 th and staff sent notices to stakeholders on October 15 th with a closing date of November 16 th . Council read OCP Amendment Bylaw No. 3012 a first and second time and rescinded third reading of Zoning Amendment Bylaw No. 2994 on December 21 st . Staff sent mail notices and coordinated news ads on December 22 nd for a Public Hearing on January 11, 2021. Council read both amendment bylaws a third time after the public hearing and staff are coordinating registration of the covenant to return the bylaws to Council in February 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 24 th . The bylaw was adopted on April 26, 2021.
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Address	Type of Application	Description	Status
1072 Colville Road:	Rezoning	Proposed Duplex rezoning	Reviewed by APC on June 18, 2019. First and second readings were given on November 4, 2109. The Public Hearing was held on December 16, 2019. Section 219 covenant has been submitted to the Land Titles Office for registration.
610 & 612 Lampson Street and 1100 & 1004 & 1108 Esquimalt Road.	Rezoning	Proposal to accommodate a six-storey building with 98 residential units (currently revised to 89 units).	The application was reviewed by the DRC on November 13, 2019 and by the Advisory Planning Commission on December 16, 2019. Applicant's architect is preparing revisions based on discussions with staff. First and second readings were given on March 1, 2021. Second reading was rescinded, amended and read anew on April 26, 2021. The Public Hearing was held on May 17, 2021.
1076 Colville Road.	Rezoning	Proposed Duplex rezoning	Reviewed by APC on June 18, 2019. First and second readings were given on November 4, 2109. The Public Hearing was held on December 16, 2019. Section 219 covenant has been submitted to the Land Titles Office for registration.

Address	Type of Application	Description	Status
616 - 620 Constance Avenue & 619 – 623 Nelson Street & 1326 Miles Street	Rezoning	Proposed 106-unit building with ground floor commercial.	Reviewed by the Design Review Committee on January 9, 2019. Reviewed by the Advisory Planning Commission on March 19, 2019. The bylaw received 1 st and 2 nd readings on August 19, 2019. The Housing agreement Bylaw received 1 st , 2 nd , and 3 rd reading on December 16, 2019. ON May 4, 2020,, Council deferred the bylaw until details are further clarified. On May 25, 2020, Council rescinded 2 nd reading and read it anew. On June 22, 2020, Council rescinded 3 rd reading of the Housing Agreement Bylaw and read it anew a 3 rd time. A Public Hearing was held on June 13, 2020 and the amendment bylaws were adopted on August 31, 2020.
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.	
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.	

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)	Reviewed by the Design Review Committee on May 12, 2021. Reviewed by the Advisory Planning Commission on May 18, 2021. Council gives 1 st Reading on June 28, 2021. Council gives 2 nd Reading on September 27, 2021.
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 (amended to 1	Reviewed by the Design Review Committee on June 9, 2021. Reviewed by the Advisory Planning Commission on August 17, 2021. Council gives 1 st and 2 nd Reading on September 27, 2021.

881 Craigflower Road	Rezoning	To amend the zoning to a CD Zone to accommodate a second residence in the backyard	Reviewed by the Advisory Planning Commission on January 19, 2021. Council gives 1 st and 2 nd Reading on May 17, 2021.
Development Permit Applications			
874 Fleming Street	Development Permit	Redevelopment of the Lions Lodge to 137 units	
851 Lampson Street	Development Permit	Four-unit townhouse	
916 / 920 Old Esquimalt Road	Development Permit	5-lot bare land subdivision	
1048 / 1050 Tillicum Road	Development Permit	5-unit townhouse (duplex and triplex configuration)	
612 Constance Avenue	Development Permit	129-unit apartment building	Reviewed by the Design Review Committee on May 12, 2021. Council approves DP on June 14, 2021.
669 Constance Avenue	Development Permit	83-unit apartment building	Reviewed by the Design Review Committee on June 9, 2021. Council approves DP on August 16, 2021.
1019 Colville Road	Development Permit	Carport	
616 & 620 Constance Avenue, 619 & 623 Nelson Street, and 1326 Miles Street	Development Permit	DP application for a 12-storey traditional concrete mixed-use building	The application was presented to the Design Review Committee on September 9, 2020.

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.
1158 Craigflower Road	Development Permit	DP application for a new single-family dwelling	Reviewed by the Advisory Planning Commission on December 15, 2020. Council approves DP on February 1, 2021.
1160 Craigflower Road	Development Permit	DP application for a new single-family dwelling	Reviewed by the Advisory Planning Commission on December 15, 2020. Council approves DP on February 1, 2021.
455 Sturdee Street	Development Permit	DP application for a new single-family dwelling	Reviewed by the Advisory Planning Commission on October 26, 2020. Council approves DP on November 2, 2020.
445 Foster Street	Development Permit	DP application for a new garage in front of existing home	Reviewed by the Advisory Planning Commission on November 17, 2020. Council approves DP on December 7, 2020.
457 Sturdee Street	Development Permit	DP application for a new single-family dwelling	Reviewed by the Advisory Planning Commission on May 18, 2021. Council approves DP on June 14, 2021.
1179 Colville Road	Development Permit	DP application for a new strata duplex	Considered by the APC on August 17, 2021. Approved by Council on September 27, 2021

Development Variance Permit Applications

Address	Type of Application	Description	Status
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.

Board of Variance Applications

815 Elrick Place	Board of Variance	Board of Variance for a new accessory building (carport) in existing driveway.	The Board met on November 23, 2020 and approved the variance application.
455 Sturdee Street	Board of Variance	Height and site coverage variance	Withdrawn
Heritage Alteration Permits			
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.
Street	Heritage Alteration permit	Alteration of building exterior	Considered by DRC on May 12, 2021. Approved by Council June 14, 2021.
Subdivision Applications			
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 #:21-502

PERIOD REPORT

DATE: September 27, 2021

Report No. P&R-21-007

TO: Laurie Hurst, Chief Administrative Officer

FROM: Steve Knoke, Director of Parks and Recreation Services

SUBJECT: Parks and Recreation Services - 2021 Second Period Report

The following is a report on the activities pertaining to the Parks and Recreation Services from May 1, 2021 to August 31, 2021.

I. DIVISION ACHIEVEMENTS AND ACTIVITIES

1. Parks Services

- A Branch Out event was held on May 13 at Highrock Park, with a focus on invasive removal.
- The Stronger BC Action Team held an event to pull invasives at Saxe Point Park.
- The Hither Green Park nature inspired playground project was awarded to Suttle Recreation.
- The benches, arbors and pergola at Ken Hill Park were refurbished.
- A new park identifier sign was installed at Ken Hill Park.
- An information kiosk and map were installed at Saxe Point Park.
- A natural area management plan was created for Saxe Point Park.
- A legacy gifting program for the Gorge Park Pavilion was created.
- The Landscapes of Injustice Program hosted two historical walking tours in Gorge Park.
- There were 32 Boulevard/Park trees removed.
- There were 171 Boulevard/Park trees pruned.
- There was 1 Boulevard/Park tree planted.
- There were 31 tree removal permit applications submitted, 4 permit applications were denied, for a total of 69 trees removed. 3 of the approved permits were a result of approved development permits, resulting in 15 tree removals.
- There were 9 tree pruning permit applications; all 9 permits were approved for a total of 29 trees pruned.
- 859 sq.m of invasive species were removed from Esquimalt Parks during this time frame
- Park bookings May - August 2021
 - Saxe Point Park - 25
 - Esquimalt Gorge Park - Park closed to rentals due to construction
 - Macaulay Point Park - 4
 - Bullen Park - 89

- L'Ecole Brodeur - 0
- Colville Sport Courts - 0
- Memorial Park - 14

2. Recreation Services

Marketing and Registration

- There were 22,046 single admission drop-ins - reservations were discontinued for the gym as of July 15th and the pool as of August 3rd.
- May 1 - August 2 we continued to sell punches passes, and as of August 3rd we started time dated passes again. Pass sales are:
 - 10 Admission - 337 sold
 - 25 Admission - 280 sold
 - 1 Month - 58 sold
 - 3 Month - 58 sold
 - 6 Month - 32 sold
 - Annual - 321 sold
- Esquimalt Parks & Recreation social media platforms continue to have a strong following; 4,311 followers on Twitter (same as last period), 6,040 on Facebook (up from 6,000 last period) and 1,851 on Instagram (up from 1,747 last period).

Health & Fitness

- Registration for Fitness Programs for Children, Youth and Adults in the second period was 156 people.
- Advanced reservation requirements for the Wellness Centre ended on July 15th, 2021. After that time patrons were not required to pre-book their spot in the wellness centre.
- Drop-in Fitness participation was 1,896.
- Many of our drop-in and registered fitness classes took place outdoors. This location change for many classes was implemented in order to adhere to the public health requirements. For example: spin bikes were set up outside of the gymnasium; trx classes took place in the Lacrosse Box; Yoga was held at Saxe Point Park and most other classes took place in Bullen Park.
- Esquimalt Recreation Centre weight room was Voted #1 in the city by the Black Press' annual "Best of the City" contest. Voted on by residents across the Greater Victoria area.

Arts, Culture, Social & Special Interest Programs

- Due to the COVID pandemic and Provincial Health Orders, in-house programming was limited during this time period.
- With the support of Esquimalt Neighborhood House, many preschool, child, and youth programs were able to be offered in-person for free to families and saw full registration with some waitlists, including:
 - Glee Super Jr, Glee Junior, Improv Intro
 - Drawing & Sketchbook
 - Dance Together
 - Creative Dance
 - Singing in Spanish ran virtually via Zoom
- Senior drop-in programs were brought back in July as soon as Provincial Health Orders allowed,

including:

- Conversation Cafe
- Bridge
- Mah Jong
- Mexican Train Dominoes
- Knit & Crochet
- Writer's Group
- Euchre
- Scrabble
- Cribbage
- Drop-in Painting

Recreation Facilities

- The installation of new LED lights was completed in the Sports Centre. At the Recreation Centre new LED lighting was installed in the parking lot.
- Recreation staff sanded and re-varnished the wood beams, on the bicycle parking shelter, in front of the recreation centre.
- A solar LED motion sensor light was installed, on the bicycle parking shelter, in front of the recreation centre.
- Sports centre staff were kept busy with the needs of the vaccine clinic and when not attending to their needs, they were busy cleaning and painting the refrigeration room including compressors, motors, pumps, pipes, and the floor.
- All hockey goal frames were inspected, repaired, painted and new netting installed.
- 2 new safety orders were issued by Technical Safety BC for the refrigeration plant as a result of the Fernie incident.
 - The first order "Secondary Coolant" has been completed and compliance declaration submitted to Technical Safety.
 - The second order "Emergency Discharge Line", in consultation with the Fire Chief and Deputy Chief, the decision was made to remove the "Emergency Discharge Line". Work on this has started and will be completed prior to the end of the year. All new refrigeration plants will no longer be permitted to have an "Emergency Discharge Line" as part of their system.
- The hockey ice was installed in late August.
- New carpet was installed in the men's curling lounge and first aid rooms at the Sports Centre.

Preschool, Children, Youth, Arena and Sport

- OSC completed the school year running at capacity (78/78) in after care and at 52/78 kids in before care.
- All preschool programs ran close to capacity (max 16 kids).
- All Summer Camps, including Youth/Teen Camps, ran at or near capacity, with many camps having waitlists.
- Our Youth Leadership program ran at full capacity. The week focused on developing leadership skills and confidence. Many of the participants of this camp also volunteered, as work experience, in our camps throughout the remainder of the summer.
- The Teen Center was re-opened, for drop in sessions in May 2021.
- Drop-in sports (Pickleball, Volleyball, and indoor & outdoor Soccer) resumed as of July 4th.

Community Development and Events

File #:21-502

- The Community Development department functioned in a support role for the following events: Esquimalt Farmers Market, Memorial Park Music Fest, TCAC Sculpture Splash, and Pet-a-Palooza.

Aquatics

- The pilot Aquatics partnership program, with Esquimalt High School, was completed. 28 grade 10-12 students participated in Bronze Medallion and Bronze Cross, with 24 students successfully attaining Bronze Cross certification in June.
- The pool returned to a drop-in model in August, averaging 70 swimmers during Tuesday/Thursday afternoon Family Swims and as many as 125 on Sunday evenings.
- Drop-In WaterFit classes also returned in August 2021, with 13 classes running each week.
- There were 60 Registered Private Swimming Lessons in summer 2021, compared with 96 in 2019.
- This summer we had 319 participants in COVID-19-modified community swimming lessons, compared with the 375 that participated in summer 2019.
- This period we ran Advanced Aquatic Courses (Bronze Medallion, Bronze Cross, Water Safety Instructor and National Lifeguard, as well as recertification clinics) with a total of 124 participants, an increase on the 53 participants in 2019.
- Bronze Medallion - 30 participants compared to 9 in 2018 and 12 in 2019.
- Bronze Cross - 25 participants compared with 10 in both 2018 and 2019.
- Water Safety Instructor - 12 participants compared with 6 in 2019, no course in 2018.
- National Lifeguard - 18 participants in 2021, compared with 6 in 2019, no course in 2018.
- Aquatic staffing was increased to prepare for increased demand in the fall. 7 existing staff were trained as WaterFit Instructors, and 8 took the Lifesaving Instructor course. 12 new auxiliary lifeguard/instructors were hired throughout this period.

Facility Bookings and Events

- Due to COVID, the Recreation Centre and the Archie Browning Sports Centre remained closed to small group meetings, due to restrictions, from May to August 2021.
- Archie Browning Sports Centre vaccination clinic closed and was restored to prepare for curling facility operation in late August 2021. Island Health expressed thanks to Township staff for support and assistance in keeping our community safe.
- The Arena opened to welcome back Lacrosse groups, Ball Hockey Groups and Roller Derby.
- The Lacrosse Box was utilized as an outdoor space for Roller Derby and Minor Lacrosse.
- Music in the Park returned to Memorial Park throughout the summer.
- Bullen Park was fully booked with Softball and other outdoor sport groups.
- Bullen Park hosted the Pet-a-palooza Festival on August 13 - 15.
- The Triathlon for Compassion was held in the Township on Sunday August 8.
- Bullen Park hosted the annual 'Craft House Slo-Pitch' Tournament on August 27 - 29
- Esquimalt Farmers Market was held on Thursday nights, on Bullen Field, throughout this time period.

II. COMMITTEES

- The Parks & Recreation Committee met on May 20th and June 17th at 6:30 p.m.



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

Staff Report

File #:21-522

PERIOD REPORT

DATE: October 08, 2021 **Report No.** FIRE-21-007
TO: Laurie Hurst, Chief Administrative Officer
FROM: Neal Widdifield, Acting Fire Chief
SUBJECT: Fire Department - 2021 Second Period Report

The following is a report on the activities pertaining to the Fire Department from May 01, 2021 to August 30, 2021.

I. DIVISION ACHIEVEMENTS AND ACTIVITIES

1. Operations Division

Call Type and Volume		Routine Activities	
Alarm calls	53	Assist other agencies	10
Burning complaint	8	Bylaw / Fire Code inquiries	2
Hazardous material	2	General inquiries	0
Medical aid	141	Oil tank inspections	74
Misc.	6	Placed on standby (C.S.R.,Fire)	3
Motor vehicle incident	16	Plan review	1
Other fire	10	Public ed. / hall tour	0
Structure fire	14	Fire investigations	1
Technical rescue	0	Business licences	25
Vehicle fire	1	Car seat inspection	2
		Assist public	10
Total Period	257	Total Period	128
Responses YTD	490	Activities YTD	218

- Noteworthy Emergency Response

June 25 - July 1st, 2021

During the heat dome that the region experienced, the Esquimalt Fire Department responded to 26 calls for service. This is a significant increase over last year (this is likely due to the restriction in medical aid responses in 2020) but is on par with previous years. Based on the variety of responses it does not appear that our call volume was increased as a result of the weather event.

2. Community Services

Prevention Activities

The second period of 2021 saw the fire department and the Community Services portfolio resetting the main services that it provides to the community - inspections and public education.

- The Fire Suppression crews restarted the company inspection program in late May, early June and conducted approximately 85 routine annual inspections during that time period. It is anticipated that although there was a pause on routine inspection activities for part of the year, the department should be able to complete the target of an initial routine inspection of all of the inspectable properties during 2021.
- The Fire Suppression crews have also been reviewing and updating fire incident preplans as necessary, as part of the routine fire inspection - 9 during this time period. The department also received and updated preplans for its service partners - Colwood, View Royal, and CFB Esquimalt. Preplans continue to be updated on the fire apparatus, on a quarterly basis or sooner.

The department's fire inspection program has been going through a review and revision period during this time which will continue for much of the remainder of the year. The department is moving to a digital inspection delivery platform, and with that comes new processes, equipment and programs. The "Fire Mobile Inspection" program will be operating on the fire apparatus mobile data terminals (MDTs). As we continue to work through some connectivity issues with the MDTs for incident response, we are also noticing some connectivity issues with the mobile inspection program. Behind the scenes there is a great deal of work to clean up property records, update contact information, and prepare the data set pick lists for the new program. The goal for "go live" with mobile inspections is January 1, 2021.

It has been challenging to conduct face-to-face public education and outreach programs, however the Hands Only CPR program was available to residents of Esquimalt and a number of training opportunities took place during that time period (statistics have been requested). The program is undergoing a refresh and is newly re-advertised to the public. Planning has been underway with the AC Community Services and the membership to plan for the annual Fire Department Open House which typically coincides with Fire Prevention Week. Much effort was put into the planning, however, with the move to vaccine cards and additional COVID considerations, it was decided that an Open House was ill-timed. Collaboration instead

pivoted to a public education program focused on Fire Prevention Week 2021 and “Know the Sounds of Fire Safety”. This program is expected to be delivered October 3 - 8, 2021 and will be available as an online resource for our community into the future.

Fire prevention activities continued to be impacted due to the COVID 19 pandemic. The department continues to complete company level inspections throughout the Township.

- **Business License and Plan Review**

Fire prevention staff have continued to review business licenses during the second period. These business license reviews range from small local businesses to inter-municipal license requests. In addition, fire prevention staff has been very active working with the Township’s Development Services Department to review several new development proposals.

- **BC Fire Code Inspections**

The following table below outlines the company inspection activities during 2021.

2021 Company Inspections			
Platoon	Total Premises	Inspections Completed Jan - Aug	Inspections to be Completed
A	136	121	15
B	131	82	49
C	144	91	53
D	127	54	73

3. Department Services

In the second period the department’s training included regular skills maintenance, Fire Officer training for some members in leadership and practical company inspections courses. Crews have rotated through building familiarity in the CRD wastewater treatment plant. This is an important activity not only for our fire services, but the many other hazards that are found in that facility from chemicals to confined spaces.

The summer months saw the department continue with our annual hose testing and apparatus fire pump testing. Planning continues on training with our Auto and Mutual Aid partners. Quarterly training programming has continued in this period with electrical safety recertifications, regional hazmat training and orientation and critical incident stress management. The department was able to finish a program started in late 2020, called Resilient Minds, a mental health resiliency program with attendees from the Greater Victoria Area. This program was well received by all and gave members strategies to cope with the stressors of work.

4. Administrative Services

The agreement with the CFB Esquimalt training site was finalized. This site provides access for Esquimalt Firefighters to maintain a variety of skills that range from structural firefighting to technical rescue.

Fire Department chief officers have been working with our Westshore Mutual Aid Partners on combined response to major critical events. Chief officers have responded to assist at calls in our neighboring communities to support incident commanders with strategic planning to mitigate large events, notably a large fire in a townhouse project under construction in Langford and a kitchen fire in a multi-unit residential building.

Fire Department officers are working together to re-establish some programming that had been challenging due to the pandemic to increase health and wellness.

The Fire Department supported the Charitable Association with the Rib-Fest event. The members were excited to have this event return this year. Assistant Chief Fortier was a guest judge!

During this period the department members have continued to provide input for the new public safety building layout. The fire department has also provided input to HCMA Architects on the conceptual temporary fire station design.

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