



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

Municipal Hall, 1229 Esquimalt Road, Esquimalt, B.C. V9A 3P1
Telephone (250) 414-7100 Fax (250) 414-7111

File 0550-06

May 8, 2013

NOTICE

**A REGULAR MEETING OF COMMITTEE OF THE WHOLE
WILL BE HELD ON MONDAY, MAY 13, 2013, AT 7:00 P.M.,
IN THE COUNCIL CHAMBERS, ESQUIMALT MUNICIPAL
HALL, 1229 ESQUIMALT ROAD.**

**ANJA NURVO
CORPORATE OFFICER**



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

A G E N D A **COMMITTEE OF THE WHOLE**

Monday, May 13, 2013
7:00 p.m.
Esquimalt Council Chambers

1. **CALL TO ORDER**

2. **LATE ITEMS**

3. **APPROVAL OF THE AGENDA**

4. **MINUTES**

- (1) Minutes of the Regular Committee of the Whole, March 11, 2013 Pg. 1 – 2

5. **DEPARTMENTAL REPORTS – 2013 FIRST PERIOD REPORTS (January – April)**

- (1) Township of Esquimalt Strategic Priorities Chart
(a) Updated as of January 26, 2013 Pg.3
(b) Updated as of April 30, 2013 Pg.4
- (2) CAO's Office – 2013 First Period Report, Staff Report No. ADM-13-0021 Pg. 5 – 6
- (3) Corporate Services – 2013 First Period Report, Staff Report No. ADM-13-019 Pg. 7 – 13
- (4) Financial Services and Information Technology – 2013 First Period Report, Staff Report No. FIN-13-004 Pg. 14 – 16
- (5) Development Services – 2013 First Period Report, Staff Report No. DEV-13-019 Pg. 17 – 21
- (6) Engineering and Public Works Department – 2013 First Period Report, Staff Report No. EPW-13-010 Pg. 22 – 29
- (7) Parks and Recreation Services – 2013 First Period Report, Staff Report No. P&R-13-002 Pg. 30 – 33
- (8) Fire Department and Emergency Program 2013 First Period Report, Staff Report No. FIRE-13-005 Pg. 34 – 39
- (9) Victoria Police Department Policing Services – 2013 First Period Report Pg. 40 – 43

6. **STAFF REPORTS**

Administration

(1) Heating Oil Tanks, Staff Report No. ADM-13-020

Pg. 44 – 54

RECOMMENDATION:

That the Committee of the Whole receive Staff Report No. ADM-13-020 for information.

7. **PUBLIC QUESTION AND COMMENT PERIOD**

*Excluding items which are or have been the subject of a Public Hearing.
Limit of two minutes per speaker.*

8. **ADJOURNMENT**



Corporation of the Township of Esquimalt

COMMITTEE OF THE WHOLE

Monday, March 11, 2013

Esquimalt Municipal Hall – Council Chambers

7:00 p.m.

MINUTES

PRESENT: Mayor Barbara Desjardins (Chair), Councillor Meagan Brame, Councillor Dave Hodgins, Councillor Lynda Hundleby, Councillor Robert McKie, Councillor Tim Morrison, Councillor David Schinbein

STAFF: Laurie Hurst, Chief Administrative Officer
Bill Brown, Director of Development Services
Anja Nurvo, Manager of Corporate Services/Recording Secretary

1. **CALL TO ORDER**

Chair Desjardins called the meeting to order at 7:00 pm.

2. **LATE ITEMS**

There were no late items.

3. **APPROVAL OF THE AGENDA**

MOTION: Moved by Councillor Morrison/Councillor McKie:

That the Agenda be approved as amended, with Item 6 being dealt with before Item 5.

CARRIED UNANIMOUSLY.

4. **MINUTES**

MOTION: Moved by Councillor Brame/Councillor Hundleby:

That the minutes of the Regular Committee of the Whole meeting held on February 25, 2013 be adopted as circulated.

CARRIED UNANIMOUSLY.

6. **PRESENTATION**

- (1) Marg Misek-Evans, Maurice Rachwalski and Susan Palmer, Capital Regional District Regional Growth Strategy Review and Input into Regional Sustainability Strategy Presentation and Workshop

Marg Misek-Evans presented a video and PowerPoint presentation on Phase 1 of the Regional Growth Strategy and Sustainability Strategy process. She reviewed key regional considerations including Growth Management,

Transportation, Housing, Community Health and Wellbeing, Environmental Health and Resource Management, Economic Development, Food Systems and Climate Action. Council comments included:

- that DND and private businesses, i.e. shipbuilding, need to be included as employment lands;
- proposed sewage treatment plant is significant area in Esquimalt that would negatively impact future growth of our community.

Ms. Misek-Evans advised that the CRD would come back to present further information in the near future, and we can submit further comments by email during the next month.

5. **STAFF REPORTS**

Development Services

(1) Esquimalt Naval Business Park, Staff Report No. DEV-13-010

The Director of Development Services presented his report and answered questions from Council. He advised that he was scheduling a round table to determine the demand and availability within the Township for warehouse and office space to support the ship repair businesses.

MOTION: Moved by Councillor Hodgins/Councillor Brame:
That the Committee of the Whole instructs staff to continue the Esquimalt Naval Business Park analysis based on the current Terms of Reference and return a completed review to Council in 2013.

CARRIED UNANIMOUSLY.

7 **PUBLIC QUESTION AND COMMENT PERIOD**

There was no public input.

8. **ADJOURNMENT**

MOTION: Moved by Councillor McKie/Councillor Morrison:
That the Committee of the Whole meeting of March 11, 2013 be adjourned at 8:45 p.m.

CARRIED UNANIMOUSLY.

MAYOR OF THE CORPORATION
OF THE TOWNSHIP OF ESQUIMALT
THIS DAY OF , 2013

CERTIFIED CORRECT:

ANJA NURVO
CORPORATE OFFICER

Township of Esquimalt
STRATEGIC PRIORITIES CHART

COUNCIL PRIORITIES: "SHAPING OUR FUTURE"

<p>NOW (Not listed in priority order)</p> <ul style="list-style-type: none"> • POLICING: Framework Agreement • WASTE RESOURCE MANAGEMENT • ECONOMIC DEVELOPMENT STRATEGY • MULTI-MODAL TRANSPORTATION • SUSTAINABILITY IMPLEMENTATION • ESQUIMALT VILLAGE PROJECT: Provincial Environmental Certification 		<p>mid March Ongoing September Ongoing Ongoing October</p>
<p>NEXT (Not listed in priority order)</p> <ul style="list-style-type: none"> • ESQUIMALT VILLAGE PROJECT: Zoning Bylaw/Public Hearing (Oct) • THREE-YEAR TAX PLAN (June) • YOUTH COMMUNITY ENGAGEMENT (Ongoing) 	<p>ADVOCACY</p> <ul style="list-style-type: none"> • <i>Regionalization of Policing</i> • <i>Connected Multi-Modal Transportation</i> 	
<p>OPERATIONAL STRATEGIES (CAO/Staff)</p>		
<p>CHIEF ADMINISTRATIVE OFFICER</p> <p>POLICING: Framework Agreement (draft mid March)</p> <ul style="list-style-type: none"> • Service Delivery Assessment (Ongoing) • Performance Management (Ongoing) 	<p>PLANNING</p> <p>ESQUIMALT VILLAGE PROJECT: Provincial Environmental Certification (Oct)</p> <p>ECONOMIC DEVELOPMENT STRATEGY (June Community Meeting / Sept Final Strategy)</p> <p>ESQUIMALT VILLAGE PROJECT: Zoning Bylaw/ Public Hearing (Oct)</p> <ul style="list-style-type: none"> • Official Community Plan Review (2014) • Zoning Bylaw Review (2015) 	
<p>COMMUNICATIONS</p> <ul style="list-style-type: none"> • Website Refresh – Council focus group (May) • Centennial Legacy Project – Centennial Books (Ongoing) • Public Engagement (Ongoing) 	<p>FINANCE</p> <p>THREE-YEAR TAX PLAN (June)</p> <ul style="list-style-type: none"> • Tax Incentives Policies (Sept - part of Economic Development Strategy) • Internal Service Level Review (Sept) • Orientation to Finance Functions (Sept) 	
<p>ENGINEERING</p> <p>WASTE RESOURCE MANAGEMENT (Ongoing)</p> <p>MULTI-MODAL TRANSPORTATION (Ongoing)</p> <ul style="list-style-type: none"> • Infrastructure Priorities: Chart (Dec) • Sidewalk Continuity Plan (Oct) • Manhole Separation Program (Dec) 	<p>CORPORATE SERVICES</p> <p>SUSTAINABILITY IMPLEMENTATION (Ongoing)</p> <p>Council Chamber Efficiencies (Aug)</p> <p>Committee Alignment with Strategic Plan (end Feb)</p> <ul style="list-style-type: none"> • Bylaw Enforcement (Ongoing) • Bylaw Review: Targets List (next group Oct) • Records Management: Paperless Agendas (July), Update (Ongoing) 	
<p>RECREATION</p> <p>YOUTH COMMUNITY ENGAGEMENT (Ongoing)</p> <p>Continue to Promote Healthy Esquimalt (Ongoing)</p> <ul style="list-style-type: none"> • Special Events Management Strategy (Oct) • Urban Forest/Greenway Management (2014) • Infrastructure Renewal Strategy (Dec) • Recreation Centre: Energy Upgrade (Mar) • Macaulay Point Park Species Protection (Apr) • Centennial Legacy Projects – Walkway & 'Esquimalt Shines' (Ongoing) 	<p>FIRE SERVICES</p> <ul style="list-style-type: none"> • Business Continuity Plan: Emergency Program Community Education (Ongoing, 2014) • Underwriter Survey (May) • Strategic Emergency Plan (Oct) • Seniors Fire Safety Public Education Program (June) • Safe Community: Operational Audit (Oct) 	

CODES: BOLD CAPITALS = Council NOW Priorities; **CAPITALS** = Council NEXT Priorities; Regular Title Case = Operational items; *Italics* = Council **ADVOCACY** items

Updated as of January 26, 2013

Township of Esquimalt
STRATEGIC PRIORITIES CHART

COUNCIL PRIORITIES: "SHAPING OUR FUTURE"

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Telephone (250) 414-7100 Fax (250) 414-7111

COTW Meeting: May 13, 2013

STAFF REPORT

DATE: May 13, 2013 Report No. ADM-13-021

TO: Mayor and Council

FROM: Laurie Hurst, Chief Administrative Officer

SUBJECT: CAO's Office – 2013 First Period Report

The following is a report on the activities pertaining to the CAO's office from January 1, 2013 to April 30, 2013.

I. STRATEGIC PRIORITIES REPORT - STRATEGIES AND PROGRESS TO DATE

The following strategies were identified as operational priorities for staff in the 2013 Strategic Priorities Report.

#	OPERATIONAL STRATEGIES	PROGRESS
1	Policing: Framework Agreement	Extensive meetings and negotiations continued January through April; Esquimalt reached a final position and submitted information to Police Services through the facilitator; currently awaiting next steps
2	Service Delivery Assessment	Service Delivery Assessment was reviewed through the budget deliberations and through the completion of Employee Performance and Development Plans; results will be presented to Council for deliberation at an IC meeting in the immediate future
3	Performance Management	Employee Performance and Development Plans were completed by all senior management personnel and reviewed with the CAO.

II. DIVISION ACHIEVEMENTS AND ACTIVITIES

1. Legislative

- Attended meetings of and reviewed all reports, agendas and minutes for Council, COTW and In Camera Council meetings
- Coordination and facilitation of corporate strategic planning session

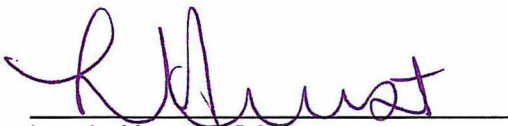
2. Operations

- Provide strategic direction for the 2013 budget, five year financial plan and tax rates

- Prepared general information for CAO portion of Annual Report
- Provide ongoing administrative and strategic advice on operational issues to department management
- Working with Ministry facilitator and Police Services, continued negotiations with City of Victoria, VicPD and Victoria Police Board on draft framework agreement; included extensive meetings, background research and preparation of materials
- Continued work with staff on strategies for WWTP issues
- Continued work as part of an Administrative Steering Committee on follow up for consultant recommendations and preparation of reports to GVLRA Board
- Continued work with staff on strategies and milestones to continue progress on EVP
- Participated in complex human resource issues including grievance processes and two arbitration hearings
- Engaged third party independent investigator for harassment complaint and conducted follow up on report and recommendations
- Preliminary preparation and participation on IAFF wage negotiations
- Organized and directed a review of RFP process to determine integrity and fairness
- Completed Employee Performance and Development Plans for all senior leadership personnel
- Provide on-going administrative and strategic advice on operational issues to department management
- Met with Rogers communications representatives to discuss better process for community and Council engagement regarding cell phone towers

3. Other

- Participated in economic development roundtables for Small Business
- Attendance and participation at Labour Management and Emergency Planning meetings on a quarterly basis
- Attendance at quarterly area Administrators meetings
- Attendance at monthly GVLRA meetings; participation on Administrative Committee for follow up on Consultant recommendations; participation on GVLRA Selection Committee for new Manager recruitment process; participation on GVLRA Finance Committee
- Attendance at TTAC meetings; participation on subcommittee for development of Service Agreement proposals
- Participation on subcommittee for GVLRA on employment insurance benefits and changes to collective agreement
- Attended HMCS Esquimalt Memorial Service
- Attended Archives open house event
- Attended professional training and networking opportunities as follows:
 - Completion of EOC Level 3 – Finance course



Laurie Hurst, OGA
Chief Administrative Officer



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Telephone (250) 414-7100 Fax (250) 414-7111

Special COTW Meeting: May 13, 2013

STAFF REPORT

DATE: May 6, 2013 Report No. ADM-13-019
TO: Laurie Hurst, Chief Administrative Officer
FROM: Anja Nurvo, Manager of Corporate Services
SUBJECT: Corporate Services – 2013 First Period Report

The following is a report on the activities pertaining to the Corporate Services Department from January 1st to April 30th, 2013.

I. STRATEGIC PRIORITIES REPORT - STRATEGIES AND PROGRESS TO DATE

1. Manager of Corporate Services

The following were identified as operational priorities for Corporate Services in the 2013 Strategic Priorities Update Report.

#	OPERATIONAL STRATEGIES	PROGRESS
1	Council Chamber Efficiencies	This project will proceed in the Second Period, subject to final budget approval, with the IT Manager to act as Project Manager
2	Committee Alignment with Strategic Plan	Joint Committee Orientation was completed in March; Review of Committee Work Plans is in progress
3	Bylaw Enforcement	MIA grant was submitted and approved for review of existing Policy; updated Policy will be prepared for Council review in the Second Period
4	Bylaw Review: Target List	Progress has continued on updating of Bylaws identified in the initial Target List; Bylaws in progress include Sewer Connection, Garbage Disposal, Smoke Alarm and Business Licensing Bylaws; Second Target List will be submitted for Council review in October
5	Records Management: 1) Paperless Agendas	This project will proceed in the Second Period, subject to final budget approval, in conjunction with the IT Manager and Communications Coordinator

2) Records Manual Update	Records Inventory is being updated at the Municipal Archives; the Township's Records Management Manual and database are in the process of being revised to ensure compliance with the updated LGMA Manual
3) Policy Review	<p>Several Council Policies were reviewed; Policies updated - Records Management, Operational Guidelines for Committees, and Terms of Reference for all Advisory Committees and the Committee to Review Council Remuneration; Obsolete Policies rescinded - Terms of Reference for the Centennial Committee, Parks & Recreation Reserve Account, Use of Crest on Municipal Vehicles, Registration of 700 Notices; New Policies prepared and approved - New Year's Levee Review Committee, and a new Flag Policy is in progress; Several Management Policies are currently under review for updating.</p>

2. Communications Coordinator

The following were identified as operational priorities for the Communications Coordinator in the 2013 Strategic Priorities Update Report.

#	OPERATIONAL STRATEGIES	PROGRESS
1	Website Refresh	Working with all departments to ensure accurate and up-to-date information is posted to the website; Developed new section where information on engineering projects can be posted to keep residents informed of construction activities and road closures; Council focus workshop to update Council webpages scheduled for second period
2	Centennial Legacy Project	Continued to liaise with local book stores to re-supply copies of Centennial Book; Contacted local display supplier to investigate costs for a point-of-purchase display for all Township facilities
3	Public Engagement	Developed 2 online surveys to gather public input: 1) New Year's Levee, and 2) preferred signage on Tillicum Road; Continuing to use social medial channels (Twitter and Facebook) for public engagement (posting, monitoring, responding to inquiries); Through multi-media promotion, increased subscribers to email notification service on website (400 people subscribed to news, events, newsletter, agendas and minutes, and Active Living Guide)

3. Sustainability Coordinator

The following was identified as an operational priority for the Sustainability Coordinator in the 2013 Strategic Priorities Update Report.

#	OPERATIONAL STRATEGIES	PROGRESS
1	Sustainability Implementation	<ul style="list-style-type: none"> • Completed Township’s Climate Action Revenue Incentive Program (CARIP) reporting requirements for 2012. <ul style="list-style-type: none"> ○ Carbon tax grant equaled \$31,610 and will be placed in the Sustainability Reserve Fund. ○ Greenhouse Gas Emissions from corporate operations (building and fleet) totaled 1,312 tCO₂e. ○ Qualitative report and carbon neutral progress reporting made public by March 8. • Completed installation of an electric vehicle charging station (dual cord) at the Esquimalt Municipal Hall and Library parking lot. Communication efforts included a media launch on March 22nd, media advisory, addition of a webpage and news item to website and article in Spring Community Newsletter. • Participated as a host organization for the CRD Ready, Set, Solve Program. A team of Camosun College students were tasked with mapping and creating an inventory of public bicycle infrastructure in the Township. The student’s findings and recommendations will assist in developing strategies for improving Multi-Modal Transportation in the Township, one of Council’s Strategic Priorities. Congratulations to team members Jessica Shamek, Oliver Terry, Jane Patterson, Ashley and David Bronaugh for their project being awarded first place out of 18 teams.

II. DIVISION ACHIEVEMENTS AND ACTIVITIES

1. Corporate Services

- Strategic Planning Update – make arrangements for workshop, attend and prepare notes, prepare draft Summary document including updated Strategic Priorities Chart, distribute draft to Committees, staff and post on website for input, finalize and distribute approved document
- Staff prepared the following:
 - notices, agendas, minutes and action reports for 34 Regular, Special and *In Camera* meetings of Council and COTW
 - 16 Reports on various topics for Council and COTW
 - 22 newspaper notifications and 34 public notices of meetings
 - 3 Proclamations
- Manager of Corporate Services, as Business Licensing Inspector, issued 46 new business licences during this period; total active business licences: 613
- Responded to 7 Requests for Access to Records under the Freedom of Information legislation
- Corporate Officer attended to 10 walk-in requests by residents for various matters including certified copies of documents and affidavits

2. Bylaw Enforcement

- Total of 91 Bylaw contraventions and complaints were investigated during this period, the majority being related to Maintenance of Property, Streets and Traffic, Business Licensing, and Zoning infractions; 80 of those have been concluded to date (88%)
- Total MTIs (Municipal Tickets) issued during this period was 246 with a total maximum value of \$10,175; percentage paid to date is 38% (\$3,175)
- 58 Unpaid Business Licences (outstanding fees of \$9,620) were referred to Bylaw Enforcement staff for follow up; currently 22 remain outstanding (\$4,430); efforts to collect the balance are ongoing
- Staff attended a legal workshop sponsored by the CRD and a local law firm dealing with bylaw enforcement issues, municipal powers, and procedures
- Staff is working with the Motor Vehicles Sales Authority of BC to address dealers operating within the Township without required approvals
- Staff is working with Development Services and VicPD Community Resource Officer to address issues in the community from the perspective of Crime Prevention Through Environmental Design
- Animal Control: Dog Licences sold during this period – 1058.
- Victoria Animal Control Services (VACS):
 - utilizing bicycle patrols to address concerns regarding dogs off leash on the West Song Way
 - Total Incidents investigated (January – March): 200 (64 no leash, 61 no licence, 13 dogs at large, 8 dogs in prohibited Municipal Parks)
 - Total Actions Taken (January – March): 230 (77 verbal warnings, 67 written warning notices, 46 licences sold)

3. Communications

- Centennial Program: wrapping up reporting and transitioning Centennial communications materials, including:
 - Writing and preparing initial design of Centennial thank-you ad
 - Transitioning content of Centennial Facebook page to corporate page
 - Discontinuing Centennial Twitter page, advising followers of their options
 - Working with Centennial Chair to complete reports for funding partners
 - Archiving Centennial website to www.esquimalt.ca
- Continued with program of news releases and newsletters, posting 32 media releases to the website and issuing 18 releases using regional media contact list; posted some 25 event notices to the website; topics included:
 - Township to collect kitchen scraps
 - Lifemark Health 5K run
 - Admirals Road Upgrade
 - Township Opposes Biosolids Centre
 - Electric Vehicle Charging Station available at Municipal Hall
 - Stay Informed. Have Your Say on Biosolids Centre
 - Left turn Restrictions Removed from Tillicum
 - Esquimalt Fire Department Attends Scene of Fire on Esquimalt Road
 - Students Win First Place with Esquimalt Bike Research Project
 - Spring 2013 Community Newsletter Now Available
 - Victoria Cougars Donate New Video Display Board

- Worked with Corporate Services and Planning staff on updating corporate website
- Daily updating of home page with news and events features
- Daily media monitoring using Google Alerts, forwarding to staff where appropriate
- Daily monitoring of social media sites and posting of information, for this period:
 - 72 tweets posted to Twitter
 - 66 timeline posts to Facebook
- Assisted with promotion of community events media photo opportunities, including:
 - April 30 Unveiling of new Video Display Board donated by Victoria Cougars
 - April 22 Earth Day Event
 - April 19 Phoenix Walking Festival
 - April 16 Ceremony for HMCS Esquimalt
 - March 21 Grand Opening of EV Charging Station
 - March 16 Esquimalt LifeMark 5K
 - February 6 Donation of Centennial Chairs at West Bay by City of Victoria
- Writing assistance provided for variety of materials, including speeches, correspondence, event notices, strategic documents, and forms
- Wrote and designed Township ad to be featured in 2013/14 MV Coho magazine
- Drafted Media Relations Guidelines for review by senior management
- Editing, writing and layout of 2012 Corporate Annual Report
- Regular email broadcasts to “news” and “events” subscribers of website; added email broadcast to those interested in receiving Newsletter in digital format
- Editing, writing and design of Spring 2013 “Current” Newsletter. Stories included:
 - Township Opposes Biosolids Treatment Centre on Viewfield Road
 - Volunteer Opportunities with the Emergency Program
 - New Faces at the Township
 - Changes to Township Garbage Collection Ahead
 - Electric Vehicle Charging Station Installed
 - Connect with the Township on Social Media
 - Township Speed Limits Explained
 - Community Events
- Continued coordination of Township editorial and advertising in the Victoria Times Colonist’s “**Experience Esquimalt**”, including writing, editing, photo research and design coordination

Issue	Editorial	Advertisement
March, 2013	Feature story on LifeMark Esquimalt 5K, edited from parks and recreation submission	New Active Living Guide Published

4. Sustainability

- Consulted with Parks and Recreation staff on opportunities to ‘green’ the LifeMark Esquimalt 5km and Earth Day event in Highrock Park
- Participated in the Earth Day event in Highrock Park on April 22. Sustainability staff spoke to students from L’École Victor-Brodeur on the benefits of electric powered vehicles and composting and recycling household waste
- Assisted with planning the upcoming Green Economy Round Table scheduled for May. The green economy is one of several round tables being conducted in drafting Esquimalt’s Community Economic Development Strategy

- Conducted research on current issues surrounding home heating oil tanks for report to May meeting of COTW
- Continued to foster relationships and discuss partnership opportunities with Fortis BC, Island Return It and the Esquimalt Community Gardens Society
- Staff attended the following meetings and events:
 - January 11: CRD Inter-Municipal Climate Action Working Group
 - January 26: Ready, Set, Solve Seminar
 - April 4: Ready, Set, Solve Award Ceremony
 - April 5: CRD Inter-Municipal Climate Action Working Group
 - April 10: Bike to Work Week Launch
 - April 22: Earth Day at Highrock Park
 - April 30: FortisBC Resource Planning Community Stakeholder Workshop

5. Archives

- There were 71 requests for information, assistance, and tours during this period
- Our team of six volunteers contributed a total of 525 hours
- New acquisitions over this period included:
 - Newspaper references of Esquimalt's historical events
 - Photographs of Lampson School and Esquimalt High School 1930s-1940s
 - Series of early photographs of dockyard and related military scenes
 - Book on the history of the Kinsmen Club in BC (1920-1970)
- Assisted with a number of research requests, including: history of the construction of the Esquimalt Graving Dock 1921-1927, history of specific buildings, historical features within properties owned by DND, locating historical images of HMC Dockyard and HMCS Naden, specific family histories, history of the military families that lived at Work Point, the history of Fort Macaulay, historic photographs of military installations, history of our local Chamber of Commerce, the visit of HMS Hood to Victoria in 1924, history of West Bay, the life of Rowland Bourke, Victoria Cross recipient
- Research on houses in Esquimalt continues to be popular. Ten requests were made by local homeowners regarding the history of particular residences
- Assistance and information was provided for the preparation of seven Statements of Significance to be prepared for the Township
- Researched and provided information as requested from Township staff, including:
 - Position of storm drains along Admirals Road
 - Sourcing of material and fact proofing
- A total of 125 walking tour packages were distributed, with a large number distributed at the recent Phoenix Walking Festival
- Staff and volunteers attended 3 meetings of the Heritage Advisory Committee and one meeting of the Centennial Celebrations Committee
- Staff produced a submission for the Spring-Summer 2013 Active Living Guide
- Volunteers continue to work on a variety of projects relating to material that requires collating, finding aids and quality assurance as well as accessioning books into our resource library
- Staff, in their role as Chair of SVIRG (the local regional Archives Association), hosted a well-attended workshop of legal requirements and issues affecting archives, including donations, de-accessioning, cultural property and freedom of information
- On April 18th, the Archives staff and volunteers hosted an Open House for Township staff and welcomed over 25 staff visitors

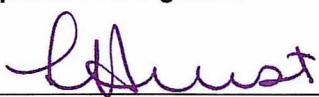
6. Human Resources

- Recruitment: advertised Human Resources Manager position
- Labour Relations:
 - Successful with October 2012 Employment Standards Tribunal hearing
 - Final preparation for dismissal arbitration May 21st & 22nd
 - Substance dependent employee's attendance in Recovery Centre arranged and failed; new plan being formulated
 - Resolved two dismissal arbitrations; one with settlement, the other with termination with benefits continued for two years
 - Continued working with the other members of GVLRA to review its structure, services and funding
 - Attempted to engage IAFF in settlement discussions for 2011/12 – unsuccessful to-date
- Occupational Health and Safety:
 - Preparation of list of risks and/or hazards at Township worksites that must be identified to contractors conducting work at these sites
 - In further compliance with WCB Act and OH&S regulations, formed four Area Safety Committees
- Training and Development: prepared management development and training plan for exempt and certain Union staff

III. COMMITTEES

- In their role as Staff Liaison and Recording Secretary for several Advisory Committees, staff organized, attended, recorded and transcribed minutes, prepared notices and agendas and completed all required preparation and follow up for XX advisory Committee meetings (3 KM, 2 ML, 4 DL)
- Staff coordinated the Volunteer Recognition Event including all logistical arrangements - venue, catering, invitations, arrangements for gifts, assist with presentation, photography and follow up posting of photos; 85 attendees
- Staff was also involved in the following meetings:
 - 3 Te'mexw Treaty Advisory Committee (TTAC) – organize, attend, record minutes, follow up actions
 - TTAC Forum of Councils – coordinated event and made all logistical arrangements including catering, booking venue, invitations, agenda, handouts, compile post-forum survey results summary; 40 attendees
 - 2 Mayor's Open Door Forums – organize, advertise, attend and follow up on identified issues and requests
 - 1 Labour Management – organize, prepare agenda, attend and record minutes
 - 1 Occupational Health & Safety Committee – prepare agenda, attend and record minutes


Anja Nurvo
Manager of Corporate Services

<p>Approved for Agenda:</p> <p> Laurie Hurst, CAO</p> <p>Dated: <u>May 8/13</u></p>
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CORPORATION OF THE TOWNSHIP OF ESQUIMALT

Municipal Hall, 1229 Esquimalt Road, Esquimalt, B.C. V9A 3P1
Telephone (250) 414-7100 Fax (250) 414-7111

Special COTW Meeting: May 13, 2013

STAFF REPORT

DATE: May 6, 2013 Report No. FIN-13-004
TO: Laurie Hurst, Chief Administrative Officer
FROM: Ian Irvine, Director of Financial Services
SUBJECT: Financial and IT Services – 2013 First Period Report

The following is a report on the activities pertaining to the Financial Services and Information Technology Departments from January 1, 2013 to April 30, 2013.

I. STRATEGIC PRIORITIES REPORT - STRATEGIES AND PROGRESS TO DATE

The following strategies were identified as operational priorities for staff in the 2013 Strategic Priorities Report.

#	OPERATIONAL STRATEGIES	PROGRESS
1	Three Year Tax Plan	<p>With adoption of the 2013-2017 Financial Plan, staff will initiate the generation of a three year tax plan.</p> <p>The tax plan will include budget and preliminary tax rate information however the calculation of the tax revenue required will not be possible without the data received annually from BC Assessment.</p>
2	Tax Incentives Policies	<p>Tax incentives will be considered as part of the Economic Development Strategy. Initial discussions have been held with the Director of Development Services about policy development and potential opportunities.</p> <p>Based on direction received during the budget process, staff will prepare potential options regarding permissive tax exemptions for consideration.</p>

3	Internal Service Level Review & Orientation to Finance Functions	<p>Preparation for an internal review of the Finance department has been initiated. This review will be performed through formalized information gathering for the purpose of developing a SWOT analysis and strategies for functional and operational improvements.</p> <p>At the completion of the review, a formal presentation will be made to share the findings and to communicate the roles and responsibilities of the Finance Department.</p>
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II. DIVISION ACHIEVEMENTS AND ACTIVITIES

1. Budgeting, Financial Reporting and Accounting Operations

- Budget preparation and discussions held with Directors and Managers for the period of January through April
- Council and public input on 2013-2017 Financial Plan and tax rates during the months of March and April
- Completed year end reconciliation and analysis, working papers, and draft financial statements in preparation for the external financial audit completed end of March
- Completed financial statements and draft annual report for review by auditors
- Coordinated and prepared for Local Grant process and review of applications
- Completed annual statutory reporting – T4 slips (372), WCB, Municipal Pension, charitable donation receipts (335)
- Monthly reconciliation and analysis work continues to be completed within deadlines

2. Risk Management

- No significant or unusual liability insurance claims with the MIA

3. Information Technology

- Developed a plan to collapse 15 physical servers down to 3 servers hosting virtual server instances using existing core funding. This will reduce power and cooling costs, improve performance of systems, and provide high availability in the event of server hardware failure.
- Patched Tempest TEST system in preparation for Tax Notice production.
- Maintained server and workstation productivity software to latest supported patch levels.

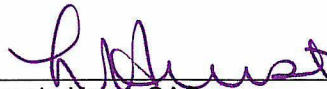
4. Staffing

- Jon Woodland joined the Township in March to replace Jeremy Denegar as the IT Manager.
- Welcomed a new team member to replace our Payroll Clerk who retired in March after 24 years with the Township.
- Currently reviewing applications to replace our Accounting Clerk who will be leaving in July on a one year maternity leave of absence



Ian Irvine
Director of Financial Services

Approved for Agenda:


Laurie Hurst, CAO

Dated: May 8/13



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

Municipal Hall, 1229 Esquimalt Road, Esquimalt, B.C. V9A 3P1
Telephone (250) 414-7100 Fax (250) 414-7111

Special COTW Meeting: May 13, 2013

STAFF REPORT

DATE: May 06, 2013 Report No. DEV-13-019
TO: Laurie Hurst, Chief Administrative Officer
FROM: Bill Brown, Director of Development Services
SUBJECT: Development Services – 2013 First Period Report

The following is a report on the activities pertaining to the Development Services Department from January 1, 2013 to April 30, 2013.

I. STRATEGIC PRIORITIES REPORT - STRATEGIES AND PROGRESS TO DATE

The following strategies were identified as operational priorities for staff in the 2013 Strategic Priorities Report.

#	OPERATIONAL STRATEGIES	PROGRESS
1	Esquimalt Village Project – Provincial Environmental Certification	Council approved the hiring of a consultant for this project at their May 6, 2013 meeting.
2	Economic Development Strategy	Round tables held for “Shipbuilding/Repair and Defence”. Round tables organized for “Arts and Culture” and “Green Economy”. An additional roundtable is being organized to investigate how to fill the gap between the supply and demand for land required to accommodate the future of the shipbuilding/repair industry in Esquimalt.
3	Esquimalt Village Project - Zoning	Prepare for archaeology, geotechnical, boundary survey, and title review studies (budget approval required before proceeding)
	• Official Community Plan Review	Preparing preliminary budget estimates
	• Zoning Bylaw Review	Tracking required changes

II. DIVISION ACHIEVEMENTS AND ACTIVITIES

1. Legion Rezoning (622 Admirals Road)

- Staff prepared Amending bylaw 1992, No. 2050, being a bylaw that would rezone the subject property to allow for the development of a 12 storey mixed-use building at 622 Admirals Road. Council has given this bylaw first and second reading. This

is the first “amenity” rezoning ever dealt with by an Esquimalt council. The rezoning package also includes a housing agreement and a development covenant.

2. English Inn Heritage Revitalization Agreement (429 Lampson Street)

- Staff have been working with the property owner and his consultant team to prepare Esquimalt’s first Heritage Revitalization Agreement. Staff arranged to have the application reviewed by the Heritage Advisory Committee, the Advisory Planning Commission, and the Design Review Committee. Staff are currently waiting for some additional information before preparing the final Heritage Revitalization Agreement for Council’s consideration.

3. West Bay Triangle Lands Rezoning

- Staff have recently received additional information from the applicant related to the proposed hotel use in tower #2. Staff will be preparing a Zoning Bylaw Amending Bylaw for Council’s consideration.

4. McLoughlin Point Official Community Plan and Zoning Bylaw Amendments

- Staff have circulated the application to approximately 30 external agencies for comment. The deadline for submissions is May 24, 2013.
- Staff meet with the CRD’s consultant team regularly to ensure that any potential problems are identified early in the process.

5. Esquimalt Village Plan

- Update presented to Council on April 15, 2013.
- Request to approve tender sent to Council on May 6, 2013.
- Contracts for: boundary survey; archaeological study; geotechnical study; and land titles review to be let following budget approval.

6. Subdivision

- Staff reviewed a subdivision application for a proposed subdivision at 10 Phillion Place.
- Staff reviewed a subdivision application for a proposed subdivision at 448 Admirals Road.
- Staff reviewed a subdivision application for a proposed subdivision at 429 Lampson Road (English Inn).

7. Esquimalt Naval High Technology Park Rezoning

- A progress report was taken to Council on March 11, 2013. Staff are currently in the process of gathering information related to the needs of the shipbuilding and repair industry.

8. Development Variance Permit Applications

- 854 Carrie Road (February 18, 2013 Council)
- 963 Shearwater Street (February 18, 2013 Council)
- 940 Dunsmuir Road (March 18, 2013 Council)
- 973 Wollaston Street (April 22, 2013 Council)
- 1138 Wychbury Avenue (April 22, Council)
- 511 Constance Avenue
- 933 Mesher Place
- 1151 Lockley Road

9. Development Permits

- 944 Rankin Road – Landscaping (March 4, 2013 Council)

10. Regional Growth Strategy

- The Director of Development Services is participating in a series of Regional Growth Strategy workshops sponsored by the Capital Regional District.

11. Public Inquiries

- Respond daily to the many public inquiries received over the counter, over the phone, and via e-mail.

12. Heritage

- Four properties were added to the Heritage Registry on January 2, 2013.
- Work with the Communications Coordinator to update the Culture and Heritage section of the municipal website (more updates to come).

13. Bylaws

- Development Application Procedures and Fees Bylaw No. 2791.
 - This bylaw was circulated to several organizations for comment. It will be returned to Council in June.
- Subdivision and Development Control Bylaw.
 - This bylaw is on hold during the summer due to the work load in the Engineering Department.

14. Training

- Director and Senior Planner completed EOC Level III Operations, Finance and Logistic Functions thereby increasing EOC capacity for the Township.
- Senior Planner attended the Victoria 2013 ESRI User Conference including a course on the Fundamentals of Geodatabases.
- The director attended two law seminars, one on municipal law and one specifically on planning law.

15. Other


- Review every building permit application to ensure compliance with the Official Community Plan and the Zoning Bylaw.
- Review business license applications to ensure compliance with the Official Community Plan and the Zoning Bylaw.
- Staff attended the Corporate Officer's general committee orientation.
- Five development permit inspections.
- Support the following Bylaw Enforcement files:
 - Bong stores,
 - Daycares,
 - Secondary suite decommissioning, and
 - Annual "suite" permit implementation challenges.
- Refresh the West Bay kiosk posters monthly.
- Staff have provided resources to the Victoria Police Department.
- Staff are working with the Block Watch program to provide it with mapping resources.
- Discussions held with the Director of Financial Services about policy development and opportunities related to the implementation of programs in support of local businesses.
- Completed a provincial survey on the heritage promotion related activities of the municipality in 2012.
- Met with staff from the Capital Regional District to discuss the status of the Deer Management Strategy.
- Revised the draft West Bay Neighbourhood Design Guidelines and took them to Council and the Design Review Committee for review.
- Took a report to Council and subsequently interviewed the owners of the Hidden Harbour Marina and the Sailor's Cove Marina in preparation for an open house related to the renewal of the leases.
- Met with representatives from Rogers Communications to discuss the process for getting the application to install a telecommunications tower on the Gorge Golf Course property back in front of Council.
- Director helped with the logistics of the Town Hall meeting on the proposed biosolids facility on Viewfield Road.
- Staff have organized a number of interdepartmental review meetings.
- Staff have participated in the Safety Committee.
- The Director worked with the Human Resources Manager to create a "Planner" position in order to reflect the responsibilities of staff and their workload. No new staff were added.
- Staff continue to work to create a fully functional Geographic Information System that serves the needs of the organization.
- The Director met with the Planning Directors from View Royal and the Songhees Nation to discuss issues of mutual concern and keep each other apprised of happenings in each community.

III. COMMITTEES

Staff have provided professional and administrative support for the following committees:

- Heritage Advisory Committee
 - Reviewed the proposed Heritage Revitalization Agreement for the English Inn.
 - Worked with local artist and communication coordinator to complete the Heritage Banner project started in 2012.
- Advisory Planning Commission
 - Reviewed the proposed Heritage Revitalization Agreement for the English Inn.
 - Reviewed the rezoning application for 468 Head Street.
 - Reviewed all of the Development Variance Applications listed in Section II (8) above.
- Design Review Committee
 - Reviewed the proposed Heritage Revitalization Agreement for the English Inn.
 - Reviewed the draft West Bay Neighbourhood Design Guidelines.
- Arts and Culture Committee


Bill Brown
Director of Development Services

Approved for Agenda:  Laurie Hurst, CAO Dated: <u>May 8/13</u>



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

Municipal Hall, 1229 Esquimalt Road, Esquimalt, B.C. V9A 3P1
 Telephone (250) 414-7100 Fax (250) 414-7111

Special COTW Meeting: May 13, 2013

STAFF REPORT

DATE: May 8, 2013 Report No. EPW-13-010

TO: Laurie Hurst, Chief Administrative Officer

FROM: Jeff Miller, Director, Engineering and Public Works

SUBJECT: Engineering and Public Works Departments – 2013 First Period Report

The following is a report on the activities pertaining to the Engineering and Public Works Departments from January 1, 2013, to April 30, 2013.

I. STRATEGIC PRIORITIES REPORT - STRATEGIES AND PROGRESS TO DATE

The following strategies were identified as operational priorities for staff in the 2013 Strategic Priorities Report.

#	OPERATIONAL STRATEGIES	PROGRESS
1	Waste Resource Management (Council Priority 2)	<p><u>Solid Waste and Household Organics Management</u></p> <ul style="list-style-type: none"> January of 2013, the CRD implemented the first stage of the ban on household organics from Hartland Landfill. The first phase was the instituting of Regional Kitchen Scraps strategy – Funding Incentive Program. The Township has joined this program. Discussions with City of Victoria on utilization of transfer station have yet to commence. Discussions will take place in the second period. Solid waste collection trucks tender was released. It will close early in the second period. Working on initial public meeting to discuss curbside pickup and household organics. Public meeting to occur in either late May or early June. <p><u>Backyard Organics Management</u></p> <p>Usage of transfer station during period:</p> <ul style="list-style-type: none"> Esquimalt residents = 5,580 (total for the year = 5,580). View Royal residents = 1,629 (total for the year = 1,629). Commercial = 136 (total for the year = 136). Tonnage removed from site = 81 (total for the year = 81).

		<p><u>Township Operations – Recycling</u></p> <ul style="list-style-type: none"> • The contract for the collection and recycling of the paper, cardboard and plastics for the Township will expire in July. • Initial preparations for the issuing of a new contract started. • The tender for the contract will be released in the second period. <p><u>Wastewater Treatment</u></p> <p>Inflow Infiltration</p> <ul style="list-style-type: none"> • At the end of the period, the CRD issued the draft Core Area Inflow and Infiltration Analyses Report. • Report to be reviewed in the second period and discussions with the CRD to be carried out. <p>Resource Recovery</p> <ul style="list-style-type: none"> • A study of potential opportunities for utilizing resources from the waste water treatment plant (liquid and solids portions has been completed. • A summary of the report to be presented to Council early in the second period.
2	<p>Multi-Modal Transportation (Council Priority 4)</p>	<p><u>Regional Transportation</u></p> <ul style="list-style-type: none"> • Township is a member of the CRD Regional Transportation Plan Technical Advisory Committee (TAC). • The purpose of the Committee is to provide input into the Regional Transportation Plan (RTP) and the Regional Multi-Modal Network (RMN) • Meetings for the TAC are ongoing. • The CRD has completed the draft of the Regional Transportation Plan. • Plan is under review by staff. <p><u>Admirals Road Corridor</u></p> <ul style="list-style-type: none"> • Funding has been received from the General Strategies Project Fund (GSPF). • Funding received was approximately 2.8 million dollars. • Engineering carried out the initial scheduling and work plan formulation. • In the second and third periods, public consultation and detailed design will be carried out. • It is anticipated that construction will occur in 2014.
3	<p>Esquimalt Village Project (Council Priority 6)</p>	<p><u>Brown Field Remediation</u></p> <ul style="list-style-type: none"> • A request for proposal for a consultant issued and awarded to SNC Lavalin. • The project will see the site undergo a detailed site

		<p>investigation and the formulation of remediation plan.</p> <ul style="list-style-type: none"> • The work will take place over the remainder of the year.
4	<p>Infrastructure Priorities (Operational Strategy)</p>	<p><u>Trip Hazard Survey</u></p> <ul style="list-style-type: none"> • Engineering has completed the survey of the trip hazards throughout the Township. • This information has been compiled and given to Public Works to carry out repairs. • A total of 264 trip hazards were identified <ul style="list-style-type: none"> ○ 27 - No. 1 hazards (24 repaired in the first period) ○ 79-No. 2 hazards (second and third period, dependent on availability of funding) ○ 158 - No. 3 hazards (will be monitored and repaired as needs and availability of funding) <p><u>Para Ramp Inventory</u></p> <ul style="list-style-type: none"> • As part of the trip hazard survey, an inventory of para ramps was also undertaken. • Strategy for installation of new para ramps is being developed in first and second periods. • Ramps at south side of Lyall Street and Grafton Street installed. <p><u>Streetlight Inventory</u></p> <ul style="list-style-type: none"> • An inventory of street light types, wattages and lighting strength has been undertaken. • Engineering reviewing the information to develop infrastructure plan. <p><u>Pavement condition index</u></p> <ul style="list-style-type: none"> • The draft report on the pavement condition index has been issued. • Consultant is finalizing the report and it will be issued in the second period.
5	<p>Sidewalk Continuity Plan (2010 to 2018) (Operational Strategy)</p>	<ul style="list-style-type: none"> • The Wordsley Sidewalk project has been completed. • The 2013 project is a sidewalk along northern side of Coles Street. • Project is entering the preliminary design stage, with detailed design occurring in the second period. • Construction is scheduled for late in the second period or early part of the third period.
6	<p>Manhole Separation Program</p>	<ul style="list-style-type: none"> • Public Works continues to carry out manhole separations over the year. • Program in year three of five. • A total of 8 manholes separated in period (Total for the year = 8).

II. DIVISION ACHIEVEMENTS AND ACTIVITIES

1. Sanitary Sewers

- 5 service laterals installed/replaced this period (total for the year = 5).
- 0 test and clears inspections have been carried out for this period (total for the year = 0).
- 6 manhole replaced this period (total for the year = 6).

2. Pump Stations

- Crews have been carrying out routine maintenance activities.
- Minor SCADA communication issues have been resolved.

3. Storm Drains

- 5 service laterals installed/replaced this period (total for the year = 5).
- 0 test and clear inspections have been carried out for this period (total for the year = 0).
- 1 manhole replaced this period (total for the year = 1), {see Capital projects for details}
- 2 catch basin replaced this period (total for the year = 2)
- In conjunction with street sweeping, catch basin cleaning has also commenced.

4. Roads

- Carried out surface restoration for 3rd parties.
- Approximately 140 tonnes of asphalt placed for the period (total for the year = 140 tonnes).
- Spring sweeping program commenced.
- Public Works continues to explore new methods of weed control along curbs and sidewalks.
- Street sign replacement program has been completed.

5. Sidewalks

- Carried out surface restoration for 3rd parties.
- Approximately 72 cubic metres of concrete was placed (includes curb & gutter and sidewalk panels) (total for the year = 72 cubic metres).
- Approximately 287 linear metres was replaced for the period (total for the year = 287 linear metres).

6. Bus Shelters

- Working with contractor to install shelter along Craigflower Road.
- Pad has been poured. Awaiting completion of shelter installation by contractor.

7. Refuse Collection

- Operations normal.

8. Fleet

- Operations normal.
- Engineering car replaced with an electric car.
- Preparing tenders/request for proposals for approved units.

9. Work for Others

- Work orders for call outs and/or repairs at View Royal pump for the period = 3 (total for the year = 3).
- Work orders issued for asphalt/sidewalk repairs following work by other utilities for the period = 21 (total for the year = 21).
- Work orders issued for sanitary and storm services to accommodate new development in the period = 4 (total for the year = 4).

10. Capital Projects

10.1 Gorge Park Bridge

- Parks and Recreation has taken over the project management of the project with Engineering providing assistance where required.

10.2 Denniston Park – Erosion

- Installation of catch basin manhole has been completed.
- Installation of snake rail fencing to be completed in second period.

10.3 Banner Holders – Craigflower Road

- The banner holders (5) approved in the 2012 budget has been received.
- Installation has taken place and all the banner holders are energized.
- A total of 10 banner holders and one gateway sign have been added to the Craigflower Road Corridor.

10.4 E & N Rail Trail

- Engineering has been in consultation with CRD and Stantec on the design of the four rail crossings (Intervale, Hutchinson, Lampson, and Devonshire).
- CRD has tendered and awarded the contract for the crossing construction.
- Continue to have discussions with CRD and Stantec on Township requirements for crossings.
- Crossing work to begin early second period.
- Work continues on the trail section between Admirals/Colville intersection to Maplebank Road.

10.5 Aerial Photo Update

- Initial meetings with CRD and other stakeholders have been carried out to determine scope of project.
- Contract to be carried out in the second period.
- Information to be added to the Township's database late second period/early third period.

10.6 Upgrade of Intersection Signage

- Signs to be ordered in second period.
- Installation late in second period or third period.

10.7 Lighting Upgrades for Public Works Building and Municipal Hall

- The lighting upgrades for the Public Works Building and Municipal Hall has been completed.

10.8 Mobile work stations

- In second period, final specifications for the work stations to be finalized between Engineering and Information Technology.
- Purchasing and integration of units into work duties to occur in second period.

10.9 HVAC System for PW

- Installation of the system to be carried out in second period.

10.10 Dunsmuir Road Corridor Upgrades

- Detailed design has been completed.
- Public Works has completed inspection of storm and sanitary services along construction zone and installed inspection chambers where required.
- City of Victoria preparing to install new watermain in second period.
- Fortis BC is preparing to install new gas main in second period.
- Tender for installation of bus stop, sidewalks, sinkhole repair and road surface restoration to be released in early second period.
- Construction to occur in second period.

10.11 Fairview Road Reconstruction

- Detailed design, tendering and construction are scheduled for second and third periods.

10.12 Esquimalt Road and Lampson Road Intersection Upgrade

- Preliminary design is scheduled for the second period.
- The project will look at the design of intersection signal standards and arms to eliminate dependency on power poles.

- Construction will be carried out late in the second period or the third period.
- Work to be carried out in conjunction with Old Esquimalt and Lampson Road Intersection upgrade.

10.13 Old Esquimalt and Lampson Intersection Upgrade

- Conceptual design was initiated in the first period and will be completed in the second period.
- The project will review the intersection and possible options for upgrading.
- Construction will be carried out late in the second period or the third period.

10.14 Gateway signs on walk entrances

- Work has started on the installation of a gateway sign on the Westbay Walkway.
- Work on the gateway sign to be located at the Esquimalt/Victoria boundary on the E & N Trail to be started either in the second or third period.
- Start time is dependent on determining a location for the gateway sign.

10.15 Replace banners

- Second year of a four year program to replace existing street banners.
- New banners to be purchased in second period.

11. Traffic Orders

- Number of traffic orders issued this period = 0 (total for the year = 0).

12. Development Applications

- Number of development applications for engineering comments this period = 12 (total for the year = 12).
- Number of building permit applications for engineering comments = 39 (total for the year = 39).

13. Building Inspections


The following table compares the number and value of permits issued within this period and those of the same period last year. It also includes the year's total.

Permit Type	2012 – 1 st period		2013 – 1 st period		2013 Year to date Total	
	No.	Value (\$)	No.	Value (\$)	No.	Value (\$)
Commercial	3	508,450.	2	47,000.	2	47,000.
Industrial	1	4,000.	5	660,803.	5	660,803.
Institutional	1	1,000.	1	90,000.	1	90,000.
Duplex – Demolition	1	-	-	-	-	-
Duplexes Alteration/Additions	-	-	3	25,000.	3	25,000.
Duplexes – New	3	1,140,000.	-	-	-	-
Single Family – New	2	450,000.	4	1,523,200.	4	1,523,200.
Single Family Alterations	8	391,150.	11	220,000.	11	220,000.
Single Family Additions	7	221,500.	8	471,000.	8	471,000.
Single Family Demolition	5	11,000.	-	-	-	-
Multiple Family New	1	435,000.	-	-	-	-
Multiple Family Alterations	2	200,000.	3	76,000.	3	76,000.
Sign Permit	1	2,000.	-	-	-	-
Miscellaneous Permits[fireplace/inserts]	4	14,700.	2	-	2	-
Total	39	3,378,800.	39	3,113,003.	39	3,113,003.
Building Permit Fees	-	32,964.10	-	36,545.50	-	36,545.50
Plumbing Permits	30	-	24	-	24	-
Plumbing Permit Fees	-	3043.		2,390.		2,390.

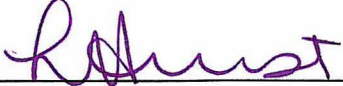
*[note- fees only for plumbing permits]

II. COMMITTEES

No staff currently sits on any Council appointed committees.



 Jeff W. Miller, P. Eng.
 Director, Engineering and Public Works

<p>Approved for Agenda:</p> <p> Laurie Hurst, CAO</p> <p>Dated: <u>May 8/13</u></p>



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

Municipal Hall, 1229 Esquimalt Road, Esquimalt, B.C. V9A 3P1
Telephone (250) 414-7100 Fax (250) 414-7111

Special COTW Meeting: May 13, 2013

STAFF REPORT

DATE: May 6, 2013 Report No. P&R-13-002
TO: Laurie Hurst, Chief Administrative Officer
FROM: Scott Hartman, Director of Parks and Recreation Services
SUBJECT: Parks and Recreation Services – 2013 First Period Report

The following is a report on the activities pertaining to the Parks and Recreation Services Department from January 1, 2013 to April 30, 2013.

I. STRATEGIC PLAN ACTIONS AND PROGRESS TO DATE

The following eight actions were identified as 2013 priorities for the Parks and Recreation Services Department in the 2013 Strategic Plan. The following 'progress to date' provides a brief overview of actions taken.

#	Action	Progress to date
Staff Operational Strategies (2013)		
1	Youth Community Engagement	Ongoing
2.	Continue to Promote Healthy Esquimalt	Ongoing
3.	Special Events Management Strategy	Ongoing
4.	Urban Forest/Greenway Management	Targeted for 2014
5.	Infrastructure Renewal Strategy	Targeted for December 2013
6.	Recreation Centre Energy Upgrade	Near Completion
7.	Macaulay Point Park Species Protection	Near Completion
8.	Centennial Legacy Projects	Ongoing

II. DIVISION ACHIEVEMENTS AND ACTIVITIES

1. Parks Services

- There were 19 tree removal permit applications submitted. Of these, 18 permits were approved and 1 permit was denied.
- Donations:
 - 2 picnic tables in Buxton Green
 - 1 tree planted, by the Parks Supervisors of Greater Victoria, in the Japanese Gardens in memory of Andy Katschor
- Park Bookings:
 - Saxe Point Park – 1 wedding
 - Esquimalt Gorge Park – 1 wedding, 1 picnic, 2 events
 - Bullen Park – 61 bookings
 - L'Ecole Brodeur – 31 bookings

2. Recreation Services

Fitness and Sports

- The 6th Annual Life Mark 5K Run was held Saturday March 16th. Over 500 walkers and runners participated including 54 in the 1K kids' event. The 5K route was changed to showcase more of the Esquimalt shoreline. Response to this change was very positive.
- Esquimalt Recreation participated in the Times Colonist Health Challenge Campaign with other municipal recreation centres and the Pacific Institute for Sport Excellence. Five finalists were showcased with their trainers in newspaper articles. A spin off of the contest was the Esquimalt Recreation Centre Health Challenge, in which 47 people participated in a weekly group class, had pre and post fitness testing, and received weekly motivational messages throughout the program.
- Drop in Sports (volleyball, soccer, badminton, pickleball and floor hockey) program numbers remained strong with a total of 1399 visits this period compared to 1277 for the same period last year.

Aquatics

- Registered Waterfit classes increased by 22 participants from Winter 2012.
- Growth in drop-in class size from an average of 14 in 2012 to 22 (with attendance highs reaching 50 participants for some morning classes) in 2013.
- A new Jr. Masters Swim program and a Jr. Lifeguard Club were created.
- School lesson numbers were up this winter by 32 students compared to Winter 2012.
- Community lessons grew by 40 participants compared to Winter 2012.

Maintenance

- Modifications to improve both the sauna and steam rooms were completed.
- A new LED Display Board (Jumbotron) measuring 6' X 12' donated by the Victoria Cougars Hockey Club has been installed in the hockey rink.
- Annual preventive maintenance on the hockey boards is nearing completion.

Marketing

- 4000 Winter 2013 Active Living Guide were distributed throughout facilities and the community.
- Esquimalt Parks & Recreation utilizes Facebook & Twitter on a daily basis to interact with the community and provide information about programs, events and activities.
- Our Twitter profile currently has 1971 followers.

- Our Facebook profile currently has 934 fans and an average weekly reach of 3300 Facebook newsfeeds.
- Our Hula for Health classes were featured in a CTV “I love this Island” news story in February. The story was included in three evening news segments and was posted on the CTV YouTube channel.

Preschool, Children and Youth Services

- Several new programs were launched in January including: Creative Dancers, Dance-nastics, Crafty Tots & Kids, Drawing & Story Writing
- Worked in partnership with the Esquimalt Neighborhood House to offer the Parenting Workshops “Let’s Get Some Sleep!” with an average of 20 participants per session.
- Spring Break Camps were well attended with 79 participants over 2 weeks, with only 1 space available.
- After School Club for Grades 6-9 averaged 14 participants a day, up from 7 per day in 2012
- Worked with Rock Heights Middle School to host a Valentine’s Dance that had 117 participants attend.

Adult and 50+ Programs

- Several new programs were launched in January including: Chess for Beginners, Ukulele Club, Ukulele Workshop, Hula Dance for Health and Spanish Club
- Esquimalt Recreation was able to utilize the gym space at Lampson Street School, as part of our Joint Use Agreement with L’Ecole Brodeur. This benefitted several Adult Programs including Country 2-Step.
- Esquimalt Recreation participated in Larsen Music’s Annual Ukulele Week for the first time, offering a Ukulele Workshop featuring traditional Hawaiian Songs.

Community Development and Events

- The Annual Esquimalt Photography Club (EPC) Spring Photo show occurred March 2 – April 3, 2013. The EPC displayed approximately 50 photos in the Atrium of the Recreation Centre as well as hosted an opening night to introduce the photos to the community.
- Lions Easter Egg Hunt in Esquimalt Gorge Park was held on March 31, 2013. Activities included an Easter egg hunt, craft table, face painting, balloon twisting, food and beverage sales, and kids’ races. Members from Esquimalt Fire and the Victoria Police assisted with the event that saw between 600 – 700 participants.
- Earth Day, April 22nd at High Rock Park: 250 students from L’Ecole Brodeur, 40 students from Rockheights Middle School, 6 students from Esquimalt High, and 25 Esquimalt residents participated in the Earth Day Event. Volunteers removed invasive species including holly, ivy, and blackberry, and planted over 100 trees in the park.
- The Esquimalt Gorge Park Nature House Grand re-opening occurred in April after extensive renovations that were donated by The Vancouver Island Construction Association - Young Construction Leaders.
- Volunteer Week: Esquimalt Recreation volunteers were recognised with gift bags and cards to thank them for all their help with our programs, services and events.
- Eat Well Get Moving: The Inter-municipal Eat Well Get Moving Campaign started in schools in February and Esquimalt Recreation organized the launch event. Esquimalt Schools participating in this event included L’Ecole Brodeur and Macaulay Elementary.
- Esquimalt Recreation Open House: A total of 18 program sampler sessions and 12 program marketplace booths and activities were offered for free to patrons. During the event, 55 attendees registered for upcoming programs.

- Kids Garage Sale: The 3rd annual event saw an increase in booth spaces rented. Attendance was approximately 400 and remained steady throughout the event.
- Gigantic Garage Sale: This popular annual event has become a great way to utilize the curling rink dry floor. This year's booth rentals were up by 25% over 2012.

Archie Browning Sports Centre

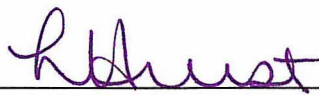
- The second session of the new Greater Victoria Active Communities Learn to Skate Program saw 51 participants in Skating Lessons, on par with 2012.
- Public Skating sessions, including Everyone Welcome Skate, Adult Skate, Drop-in Hockey, Stick & Puck, and Cougars Pond Hockey admissions have remained the same from 2012 to 2013 with approximately 1200 attendees.
- The Spring Thaw Coast Capital Free Skate was held on Saturday March 16 with 83 participants enjoying the last skate of the season.
- The 8th Annual Victoria Curling Classic was held at the Archie Browning Sports Centre on March 20 – 24. This Event is part of the Asham World Curling Tour and featured 10 International teams in the 24 team tournament.

II. COMMITTEES

- The Parks & Recreation Committee met on April 18, 2013.



Scott Hartman
Director of Parks and Recreation Services

Approved for Council's consideration:


Laurie Hurst, CAO
Dated: May 8/13



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

Municipal Hall, 1229 Esquimalt Road, Esquimalt, B.C. V9A 3P1
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Special COTW Meeting: May 13, 2013

STAFF REPORT

DATE: May 8, 2013 Report No. FIRE-13-005
TO: Laurie Hurst, Chief Administrative Officer
FROM: David Ward, Fire Chief
SUBJECT: Fire Department and Emergency Program - 2013 First Period Report

The following is a report on the activities pertaining to the Fire Department and Emergency Program from January 1, 2013 to April 30, 2013.

I. STRATEGIC PRIORITIES REPORT - STRATEGIES AND PROGRESS TO DATE

The following strategies were identified as operational priorities for staff in the 2013 Strategic Priorities Report.

#	OPERATIONAL STRATEGIES	PROGRESS
1	Business Continuity Plan: Emergency Program Community Education	Emergency Program Manager and NEPP Coordinator will be meeting in May to determine next steps
2	Fire Underwriters Survey	FUS assessment was completed in 2 nd quarter of 2012. A supplemental budget request if approved will allow the department to plan key initiatives to assist in obtaining further insurance rate reductions
3	Emergency Program Work Plan	Will be presented at the June Emergency Planning Committee Meeting
4	Seniors Fire Safety Public Education Program	First presentation was given at Grafton Lodge with more planned for the second period
5	Safe Community Operational Audit	Subject to budget approval, an audit will be completed which will serve as a work plan for "Protective Services" over the next 3-5 years.

II. DIVISION ACHIEVEMENTS AND ACTIVITIES

1. Emergency Program

- **Neighborhood Emergency Preparedness**

The Emergency Program offered a full complement of sessions including Individual Preparedness (14), Disaster First Aid, and Light Urban Search and Rescue. Emergency Program Manager delivered an individual preparedness session to Grafton Lodge.

- **Emergency Social Services**

Volunteers participated in the Program's first ever secondary site Reception Centre exercise. Both Emergency Social Services and Emergency Radio Communications mobilized in St. Peter and St. Paul's Parish. Mock evacuees attended and the Salvation Army provided lunch to all those in attendance. Five volunteers attended the Vancouver Island Emergency Preparedness Program.

- **Communications Group**

Group continues to meet every week to drill systems with other teams in Greater Victoria area. Component participated in exercise along with ESS activating a reception centre.

- **Administration**

Emergency Operations Centre (EOC) personnel attended/completed 24 JIBC Emergency Management courses during this period.

2. Fire Department

Call Type and Volume:		Routine Activities:	
Alarm calls	28	Assist other agencies	3
Assist Public	15	Bylaw inquiries	10
Burning complaints	4	General Inquiries	8
Hazardous Materials	5	Oil tank inspections	32
Structure fires	4	Placed on standby	22
Other fires	8	Plan review	12
Other responses	4	Public Ed / Hall tour	7
Medical Aid	284	Fire Investigations	2
MVI	18	Business Licenses	30
Rescue	4	Car Seat inspection	5
Electrical Emergency	2		
TOTAL Period:	376	TOTAL Period:	131
Responses (YTD)	376	Responses (YTD)	131

Significant Incidents:

- **Jan 31**, Responded to explosion on Acadia St.; fire investigation found that a mobile food vendor van had received extensive damage from a propane leak and explosion' injuries to the occupants were minor and there was no fire; Provincial Gas Authority was notified and pictures were taken of the van.
- **Feb 5**, Responded to fluids spill on Admirals Road; investigation determined the spill extended along Fraser, Munro, Lyall, Head, Dunsmuir and Admirals; Public Works was contacted and handled the spill.
- **Feb 8**, Responded to Motor Vehicle Incident on Admirals and Woodway involving two vehicles; extrication was required for the occupant of the car; CFB Esquimalt was on scene initially but their rescue tool/vehicle was in the shop for repairs and therefore Township's rescue tools were used; the rescue required a joint effort in extricating the occupant, who later died in hospital.
- **Feb 12**, Full EFR response to report of a structure fire on Lyall Street in a 4 storey, wood frame apartment building; Mutual Aid was requested from DND; firefighters confirmed the fire had been extinguished; hallway ventilation was set up due to heavy smoke; upper floors were checked by DND firefighters; fire started from

- boxes being placed on top of stove elements by maintenance worker; damage was estimated at \$800.00 and was contained to the suite.
- **Feb 28**, Light smoke from second floor of a building on Esquimalt Road; building was searched and determined that the occupant of the suite had left food on the stove; rooms were checked and little evidence of smoke or burned food was found.
 - **March 4**, Light smoke in single family home on Grenville Ave; investigation determined that smoke came from worn belt on dryer in basement; electrical circuit disconnected and owner advised to have dryer repaired by qualified person.
 - **March 15**, Report of smoke detector activation inside apartment suite on Lampson; Mutual Aid from DND was requested; forcible entry of suite to find the room filled with smoke; two unconscious occupants inside the suite were removed; fire located on stove extinguished; BCAS was requested to attend to apply oxygen therapy for occupants; building ventilated and once determined to be safe all building tenants were permitted to re-enter the building.
 - **March 18**, Structure Fire - Park Terrace & Grenville - On arrival flame and smoke showing at front door of duplex; Mutual Aid requested from DND and Saanich; fire contained to box on front porch was extinguished; attempts to alert occupants was unsuccessful; front door forced open, all the occupants were located and found to be safe; interior of residence checked and deemed safe.
 - **March 21**, Rescue - Cairns Park - Patient appeared to have fallen down embankment approximately 20 ft; firefighters attended to the patient until BCAS arrived, then assisted in transporting patient on spine board
 - **April 4**, Structure Fire - Esquimalt Road - Full fire department response including all call and request of Mutual Aid from DND; fire located in multiple commercial complex; fire started and confined to restaurant which was closed at the time of the fire; damage was extensive to restaurant with only light smoke damage to other tenants; fire investigation has identified potential cause but cannot provide conclusive cause; assistance from Vic PD on road closure and BCAS on standby for medical aid which was not required; DND assisted with establishing RIT and searching second floor for occupants and fire extension.
 - **April 15**, Explosion - Grafton Street – called by resident who reported that three youths had launched a raft from the beach onto the water with an explosive device attached which did detonate; Vic PD attended and device was determined to be an aerosol can; no secondary fires were found.

Administration

1. Establish new funding and services partnerships - smoke alarms:
 - Initiated seniors program involving installation of new battery-operated smoke detectors in seniors' homes upon request; utilizing funding and advertising paid for by Province and administered by Fire Chiefs' Association of BC
 - Established policy for assisting any resident in replacing batteries or installing new detectors on request basis
 - Developed liability release form for smoke detector related activities
 - Currently revising the Smoke Alarm Bylaw
2. Develop department workforce to the highest possible standard, through continuous improvement and being responsive to changing expectations:
 - a) Develop Succession Plan Strategy
 - Identify and develop potential candidates to assume future leadership roles in department; completed data collection on firefighter education

- (department recognized); next is to establish short and long-term strategies related to filling future exempt positions
- o Ensure appropriate training is provided to senior firefighters likely to assume lieutenant roles
- b) Develop fire investigation capabilities for each platoon:
 - o Solicited interest from membership and selected three individuals to play key roles in program; subject to budget approval, initiate three-year process to train these individuals to appropriate certification level
- c) Define training for promotional criteria:
 - o Revising training program to establish new criteria from probationary through first class firefighter levels; then redevelop study material and practical and written exams.
 - o Education requirements for first class firefighter and lieutenant levels will also be explored to ensure are aligned with customer service deliverables

3. Prevention/Inspection Data

1. Company Inspections

Platoon	Total Premises	Completed Inspections	Inspections Outstanding
A	128	76	52
B	132	41	91
C	130	32	98
D	133	25	108

This graph shows that regular inspections are being completed at a steady rate. At this time only one Fire Services Act order is being contemplated.

2. Prevention Activities

Esquimalt Fire has elected to become an active participant and strong proponent of the Provincial Smoke Alarm initiative, an initiative where fire department personnel throughout the province assist members of the public to maintain and install working smoke alarms in private residences. Changes must first be adopted into our smoke alarm program and bylaw to endorse the use of battery operated smoke alarms in residences to complement existing hardwire devices.

Fire Prevention will be attending the annual provincial fire prevention officer's conference in Kelowna from May 6-10, together with numerous departments throughout the province for an update on topics including asbestos hazards, electrical and vehicle fires and changes to the Provincial Fire Code.

3. Building Approvals

Rhoda Lane is almost built out of its existing lots. The designated fire lanes have adequate signage and are being adhered to. Construction continues on a five lot subdivision on Caroline Avenue, three buildings have been completed to date.

Fire prevention has attended meetings with Planning and Engineering in regards to new development proposals in the 600 block of Admirals Rd., 800 block of Esquimalt Rd., 500 block of Head St., and a proposed subdivision on Phillion Rd.

4. Plan Reviews
The Fire Prevention Officer reviews all large scale projects and residential applications received, checking for access widths, height clearances, sufficient water flows and other building, fire code, and municipal bylaw requirements. For this period, 8 plan reviews have been done.
5. Fire Investigations
In this period, the only fire that required investigation was the Lum's Polynesian Restaurant fire at 912 Esquimalt Rd.
6. Fire Safety Plan
In compliance with the Provincial Fire Code, a Fire Safety Plan has been completed for 500 Park Place, the Public Safety Building. This Plan has been shared with the VicPD, which has a copy of the Plan on the main floor and the fire department has a copy of the Plan of the second floor.
7. Oil Tank Inspections
Fire suppression crews conducted approximately 25 oil tank inspections during this period. None of the oil tanks were allowed to be inerted in place. In every case Esquimalt Fire tries to educate property owners on the value of removing any buried tank and the risks associated with abandoned tanks. This advice is not always heeded, none the less this information is kept on file. Media reports of oil tanks seeping onto neighboring properties and affecting local streams has heightened the public's need for this type of service.
8. Business License Approvals/Renewals
In this period the fire department approved the issuance or renewal of 30 business licence applications. Renewals are helpful in keeping reference information on businesses up to date. The Tempest system seems to be working efficiently for this purpose.
9. Large Public Events
Esquimalt continues to host large scale events, the next being the Steve Miller concert. Esquimalt Fire continues to review all public events that require a municipal event permit to ensure public safety and adequate response is a first consideration in hosting a safe public event.
10. Public Education
Four groups have toured our station this period allowing over 60 persons to hear our message of fire safety and view our operations. As well Esquimalt now has two certified car seat technicians supplying assistance for new parents within the municipality to secure child seats within their vehicles. Both of these programs have proved so successful that persons requesting these services from other jurisdictions must be turned away to allow only Esquimalt citizens the opportunity to benefit from these popular programs.
11. Fire Bylaws
Subject to approval of a change in the Smoke Alarm Bylaw, to accommodate battery-operated devices that supplement an existing hardwired device or unit without a power supply, next period the Fire Prevention Officer will be distributing free battery-operated smoke alarms to designated members of the public.

Twenty-five bylaw enquiries have been responded to by the Esquimalt Fire Department, and as the weather improves this amount is expected to increase.

12. McLoughlin Point

As the CRD contemplates designs for the McLoughlin Point sewage treatment plant it is important that the municipality keep in mind that at this time the only hydrant system that runs the length of Victoria View Road is a four inch dead end line. The Fire Prevention Officer would insist on upgrades to the water supply as plans progress in order to have an adequate water supply to combat any possible fire or hazardous material spill.

4. **Training and Courses:**

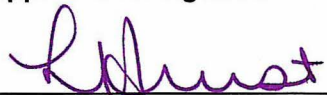
During this period, members received a total of 894.4 hours of regular Platoon Drill Training, and 10 members completed various online JIBC Fire Officer courses that ranged from Fire Investigation to Level 4 Business Planning. The department also completed Confined Space Rescue training that included 40 hours of initial training for each of our 4 newer members, 8 hours biennial recertification of all operational members of the department, and 50 hours to recertify each of our 5 Confined Space Rescue Technicians. Finally, the fire department hosted a one week JIBC certified Driver/Operator course that certified our 4 newer members.

5. **Committees:**

Members were involved with numerous regional initiatives, including:

- Greater Victoria Fire Chiefs' Association
- Core Fire Chiefs' Association (Victoria, Saanich, Oak Bay, Esquimalt)
- 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 British Columbia
- Greater Victoria Fire Prevention Officers' Association
- Esquimalt's Integrated Bylaw Enforcement Team
- Local Government Emergency Program Advisory Commission
- Regional Emergency Coordinators' Advisory Commission
- Southern Vancouver Island Emergency Social Services Directors
- Municipal Safety Committee
- BC Burn Fund
- Greater Victoria Community Recovery Committee
- The Great BC Shake Out Committee
- Greater Victoria Regional Recovery Committee


David Ward
Fire Chief

Approved for Agenda:

Laurie Hurst, CAO
Dated: May 8/13



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Special COTW Meeting: January 14, 2013

STAFF REPORT

DATE: May 5, 2013
TO: Laurie Hurst, Chief Administrative Officer
FROM: Keith Lindner, Inspector
SUBJECT: Police 2013, First Period Report

The following is a report on the activities pertaining to the Police from January to April 2013.

I. DIVISION ACHIEVEMENTS AND ACTIVITIES

1. School Resource Officers

- The School Resource officers are in full swing having adjusted to the decrease in staff dedicated to the schools. Although difficult the members are doing a commendable job of keeping up.
- Members are starting to focus on Graduation for the high schools and educating the students on how to celebrate safely.
- In February the members were involved in Police Camp and echoed the sentiments of past years stating that the experience was rewarding.

2. MYST (Mobile Youth Services Team)

- Cst. Tuttle has completed 25 files over the last 4 months. She has continued to work with and support numerous high risk youth.
- File 13-XXXX Cst. Tuttle received a request from a social worker to meet with one of her youths, a 17 year old male who is homeless and has mental health and addiction issues. This youth was using acid, oxycotin and heroin. He is well known to police. Cst. Tuttle went to Sooke and met with this youth along with his girlfriend. File generated for info/intel.
- 13-xxxx, 13-xxxx, 13-xxxxx, These 3 files document Cst. Tuttle's involvement with an extremely high risk 16 year old female youth. This youth has a drug addiction to crystal meth. She often goes missing, for several days at a time. This youth would associate with a much older male who is a known drug dealer. Cst. Tuttle has worked extensively with this youth to develop a rapport with her and much work has gone on "behind the scenes" in an effort to keep her safe.

- 13-xxxx Cst. Tuttle noted on a Facebook page that someone was selling a very expensive bike for very little money. Recognizing this was likely a stolen bike she was able to investigate the incident and ultimately return the stolen bike to the owner who lived out in Sidney.
- 13-xxxx, 13-xxxxx, 13-xxx these files relate to an 18 year old female who suffers from FASD, and drug addictions. She is addicted to heroin and crystal meth. Cst. Tuttle had attended this youth's graduation from a 6 month recovery program last summer. The very next day this youth used heroin and continues to use. Cst. Tuttle has worked with this youth's support workers and her social worker to try to stabilize her. This is an ongoing problem and this youth continues to be at risk.
- 13-xxxxx Cst. Tuttle received a text message from the boyfriend of a female youth Cst. Tuttle has worked with for the last 3 ½ years. The male, now 19, was distraught as he believed he and his girlfriend had just broken up. He had been a high risk youth who had a very difficult childhood, which included mental and physical abuse and drug addiction. He had contacted Cst. Tuttle because he trusted her and wasn't sure how he was going to deal with his anger should he and his girlfriend break up. Cst. Tuttle met with the male, made referrals to the emergency mental health team, and ultimately was able to de-escalate his fears to a point that Cst. Tuttle was comfortable leaving him alone knowing there was a safety plan in place.

In February of this year Cst. Tuttle was invited to attend a workshop hosted by Youth Probation. The topic of the workshop was "Working with female young offenders". Cst. Tuttle was impressed by this workshop as the speaker delved into the background of these youth and the trauma they have experienced. The intent was to try to educate the workers about the mental health issues often brought on by trauma and the efforts the workers (and police) should make so that we do not re-traumatize these youth.

3. K-9

- The K-9 unit has provided 100% coverage of every nightshift so far in 2013. Four members have covered all the nights including times when they are on leave, training or a member or the dog was unavailable due to injury or illness.
- The dogs and their handlers continue to be utilized by other jurisdictions to assist between 1-2 times per week. This is because the other areas do not have 100% night time coverage. Since Jan 1st, the VicPD K-9 units have assisted the RCMP on 9 calls, Saanich on 8 calls and have attended 55 calls in the Esquimalt/Victoria area.
- The teams train every other week together for a total of 20 hours per month, as well as most days off individually. In addition to this training, each team member has received courses in a variety of areas including:
 - Annual validations of the entire unit
- The dogs have successfully located/arrested 15 suspects in 2013.

- The K-9 Unit recently ran a competition to replace Cst. Asmussen and his partner Endo at the end of the year. The identified new handler will begin training in Sept, 2013 and should be ready for deployment by the year's end.

4. Community Resource Officer

- Cst Franco Bruschetta started his new role as the West Division CRO in January 2013 and has fit in nicely. Since Jan, Cst Bruschetta has begun to familiarize himself with the 'Graffiti' portfolio of the VicPD. This involves tracking all graffiti incidences in Esq/Vic and liaising with various stake holders including ETAG, VTAG, GIST (Victoria Graffiti Integrated Services Team), and other members of the CRD Graffiti Network group.
- In January Cst Bruschetta assisted ETAG painting over Graffiti along the Trail / Track side gallery wall.
- On April 20th Cst Bruschetta participated in 'Earth Day' and helped out the community in cleaning up the E&N trail that runs through Esquimalt. Approx. 10 truckloads of garbage / debris were removed from the trail.
- Cst Bruschetta is assisting with the Esquimalt Rd 'Block watch' campaign and is enlisting businesses along Esquimalt Rd to participate in this community event.
- Cst Bruschetta has recently completed a CPTED, (Crime Prevention Through Environmental Designs) course and will soon begin providing assistance to businesses and residences on how they can improve their buildings to prevent and discourage crime.
- Cst Bruschetta also continues to 'patrol' the Esquimalt area in his marked police vehicle and often responds to 'in progress' calls that occur in Esquimalt.

5. Civilian Staff

- Colleen and Stephen continue to anchor the West Division. They provide a personal and friendly touch that is crucial to the image of the Township.
- They provide Criminal Record checks for the citizens of Esquimalt and Victoria and have a system that limits the wait times to have the checks completed.
- They do transcriptions for investigators in the West and assist with the backlog for other investigators. They continue to execute the call back program, which has been met with appreciation from the citizens.
- They have also been utilized for the Block watch program along Esquimalt Rd. by contacting and verifying reference's contact information.

6. Vehicles

- No change

7. Building

- No change

II. COMMUNITY CONTACTS

- Council Meetings
- Directors Meeting
- Esquimalt Residents Association meeting
- Restorative Justice Circles
- RockHeights/ Esquimalt High Hockey Program
- Rainbow Kitchen Participation
- Block Watch Meetings
- Speed Watch Deployments
- ETAG meetings
- Emergency Preparedness training Exercises
- Police Board Meetings
- Reserve Police Graduation
- Police Camp
- Track Side Clean up

Insp. Keith Lindner

Approved for Agenda:



Laurie Hurst, CAO

Dated: May 8/13



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Telephone (250) 414-7100 Fax (250) 414-7111

COTW Meeting: May 13, 2013
Staff Report No. ADM-13-020

REQUEST FOR DIRECTION

SUBJECT: Heating Oil Tanks

ESSENTIAL QUESTION:

To provide information on the issues surrounding home heating oil tanks and spills.

BACKGROUND: See Staff Report Attached

RECOMMENDATION:

That the Committee of the Whole receive Staff Report No. ADM-13-020 for information.

Submitted by: Writer

Reviewed by: CAO

Date:

May 8/13

STAFF REPORT

DATE: May 8, 2013 Report No. ADM-13-020
TO: Laurie Hurst, Chief Administrative Officer
FROM: Marlene Lagoa, Sustainability Coordinator
SUBJECT: Heating Oil Tanks

RECOMMENDATION:

That the Committee of the Whole receive Staff Report No. ADM-13-020 for information.

BACKGROUND:

At the Regular Meeting of Council held Monday, December 3, 2012, an email was received from Mark Salter, dated November 19, 2012, RE: Heating Oil Tanks. In the email Mr. Salter expresses his concerns about the environmental risks of home heating oil tanks threatening local fish habitat after seeing a home heating oil tank located less than 10 meters from the Gorge Waterway. Council referred the item to the Environmental Advisory Committee for comment.

A follow-up email from Mark Salter was sent to Mayor and Council, dated January 24, 2013, RE: Heating Oil Tanks, Threat to Gorge Park. Mr. Salter noted that the Environmental Advisory Committee had not reviewed the issue of home heating oil tanks as the committee did not meet in January. He requested that Council maintain Fire Services: Safe Communities as a strategic priority for 2013 so that the potential environmental impacts posed by home heating oil tanks can be dealt with.

The following action items came out of the Council Strategic Planning Update session held on January 26, 2013:

Staff to do report to Council, with input from relevant departments (Fire, Sustainability Coordinator, Financial regarding MIA liability, corporate liability, bylaw enforcement, Environmental Advisory Committee (EAC), may include consultation with private insurers).

Staff to advise EAC of Council direction for EAC to provide input to staff (including Mark Salter's suggestion of Subcommittee of EAC to review).

ISSUES:

Oil was the most popular home heating source in Greater Victoria until 1992 when a natural gas line was built. Residential tanks typically hold 1,000 litres of oil and may be installed in one of three ways: outdoors - underground, outdoors – aboveground, and indoors – basement. This report provides information on the issues surrounding home heating oil tanks including: causes of oil spills, relevant regulation, issuing of oil permits, responding to oil spills onto municipal property, and the financial liability for clean-up costs. This section concludes with listing the

feedback from staff and the Environmental Advisory Committee and recommendations from UVic’s Environmental Law Centre on preventing home heating oil spills in British Columbia.

Home Heating Oil Spills

The majority of home heating oil spills are caused by aging tanks and systems. A description of the main causes is listed below:

- Abandoned tanks: When a home discontinues use of oil as a fuel source but the tank is not removed or decommissioned and still contains oil -- most likely to occur in the case of underground tanks.
- Leaking tanks: A tank is prone to corrosion due to condensation inside the tank and the corrosion is not often apparent from outside wall.
- Leaking plumbing and accessories: The plumbing between the tank and the fuel-burning appliance is thin walled and prone to corrosion and damage.
- Removed tanks: There has been one recent incident of a delivery company filling a tank that was removed but the filler pipe was left in place -- most likely to occur in the case of underground or indoor tanks.

In recent years a number of oil spills in Saanich has raised concerns around the environmental risks of home heating oil tanks. In November 2012, the University of Victoria’s (UVic) Environmental Law Centre released a report titled “Preventing Home Heating Oil Spills” as an educational resource on the issue. The design of storm waster systems makes it likely that home heating oil spills will damage natural bodies of water and impact wildlife, in addition to polluting local air and damaging municipal parks and shorelines. It only takes one cup of oil to pollute a quantity of water equal to an Olympic swimming pool.

Regulations

Currently federal and provincial legislation only provides for the management of spills and contamination sites after a spill from a heating oil tank has occurred -- not on preventing spills in the first place. Most municipalities have established a bylaw requiring a permit and inspection for the installation or removal of oil tanks; however, the focus is primarily on fire prevention and human health and safety -- not environmental health and safety. Table 1 provides a brief description of legislation pertaining to heating oil tanks and spills.

Table 1: Legislation – Heating Oil Tanks and Spills

Jurisdiction	Legislation	Description
Federal	<i>Fisheries Act</i>	<ul style="list-style-type: none"> ▪ Illegal for anyone to pollute waters frequented by fish
Provincial	<i>Environmental Management Act</i>	<ul style="list-style-type: none"> ▪ Polluter pays for the cost of cleanup ▪ No defence if contaminate has leaked into the environment
Provincial	<i>Fire Code</i>	<ul style="list-style-type: none"> ▪ Provides for tank design, installation and decommissioning of tanks
Municipal	<i>Fire Protection and Control Bylaw, 2011, No. 2783</i>	<ul style="list-style-type: none"> ▪ Permit required for the installation, alteration or removal of an oil tank or equipment ▪ Work is inspected to ensure it meets the BC <i>Building Code, Fire Code</i> and CSA Code

The home insurance industry is the only sector monitoring the age of heating tanks. Home insurance providers typically set out a maximum age after which point they require that the tank be replaced or inspected annually in order to obtain home insurance coverage. Depending on the provider, the maximum age for tanks ranges from 10 to 25 years for indoor tanks and 5 to 20 years for outdoor tanks.

Permits

As per the *Fire Protection and Control Bylaw, 2011, No. 2783*, a permit is required for the installation, removal or alteration of any oil tanks in the Township. Esquimalt's Fire Services Department is responsible for issuing permits and conducting inspections.

According to Township records, Fire Services have been issuing permits since 1953; though, the electronic database only goes back to 1980. The database contains 729 unique addresses which have been issued a permit. There were 108 permits issued for the removal or decommissioning of an underground tank and another 26 permits for the removal of aboveground and indoor tanks. Unfortunately, the Township records are not likely to be current or complete as residents or installers may have removed a tank without a permit or switched fuel sources without properly decommissioning an old oil tank.

An excerpt from the *Fire Protection and Control Bylaw, 2011, No. 2783* and Oil Burning Tanks permit application are enclosed with this report. The permit includes a statement, under Part B, clarifying that the **permit does not constitute an environmental assessment**.

Oil Spills onto Municipal Property

The Township's Public Works department would be responsible for responding to any reports of an oil spill onto municipal property or waterways, beginning immediate clean-up, as well as finding the origin of the spill. The department has a Spill Response Plan for dealing with small, medium and large spills. Public Works is alerted to spills only after receiving a report of an oil slick from residents or employees. There are forty-six [46] storm water outfalls in the Township and only eight [8] of them currently have signage posted with instructions on where to call and report a spill. Approximately one-third of the Township's outfalls drain into Gorge Waterway and the other two-thirds into West Bay and Juan de Fuca Strait.

Financial Liability

Most home owners do not know the environmental and economic risks associated with home heating oil systems. British Columbia's *Environmental Management Act* and the common law requires a homeowner whose oil tank leaks to pay for the cost of cleaning up the contamination on their own property and neighbouring properties. This liability may also be extended to the previous home owner if they are found responsible. The cost of cleanup can range from several thousand to hundreds of thousands of dollars in the likely case where oil makes its way into a waterway. Unfortunately, the majority of home insurance providers in Greater Victoria do not cover damage from heating oil spills as they have written "pollution exclusion" clauses into their policy.

The common law and legislation also makes owners of properties liable for the cost of clean-up of their property, regardless of the origin of the contamination. The Township's liability coverage, provided by the Municipal Insurance Association (MIA) of BC, would also not cover the cost of cleaning up an oil spill that originated on private property and leaked onto municipal property or

waterways. MIA's liability coverage also includes a "pollution exclusion" clause for incidents where the municipality may have directly or indirectly caused or contributed to the release of pollutants.

Once an oil spill has reached municipal property or waterways, it becomes the Township's responsibility to immediately begin cleanup. The onus is also on the municipality to locate the source of the spill and initiate litigation against the responsible party to recover the cost of clean-up. In one case, a municipality in Greater Victoria only recovered a portion of the municipal clean-up costs from a homeowner as the actual amount would have left the homeowner financially destitute.

Feedback

Feedback on the issue of home heating oil tanks and spills was welcomed and received from the following groups: Bylaw Enforcement, Development Services, Engineering and Public Works, Environmental Advisory Committee, Fire Services, and Sustainability.

Bylaw Enforcement:

- No comment. Oil tank issues are administered by Esquimalt Fire Services.

Development Services:

- Home heating oil has not been an issue in the past year. Most new buildings are heated with natural gas or electricity.
- A lot of the PMQ's at Work Point are heated by oil furnaces so you might want to contact DND to see what they are doing with regard to oil tanks.
- Another issue is the installation of heat pumps in Esquimalt. Heat pumps are often installed as the primary heating and cooling system but owners are required to maintain a traditional back up system such as electric or oil furnaces.

Engineering & Public Works Department:

- In the last four years there has been no report of oil spills from home heating oil tanks.
- Currently the liability for cleaning up oil spills on municipal property or waterways falls to the Township. An ideal solution would be one that shifts the liability away from the Township.
- Staff feels that home heating oil suppliers should be responsible for oil tanks and spills. Oil supplier's responsibilities may include testing the tank before filling and/or "owning" the tank. The ownership model would be similar to the current practice for other energy providers (i.e. electricity, natural gas). The energy provider owns all the infrastructure and supplies up to and including the meter. In the case of heating oil, this would include the tank and oil.

Environmental Advisory Committee:

- Hopes that the Township will be able to show leadership on important environmental issues by finding ways to prevent home heating oil tanks from damaging all the good work the town has done to improve water quality in the Gorge.
- Supports the recommendations from the UVic Environmental Law Centre's report and believes it provides a good basis for some legislation in Esquimalt.
- Recommends the creation of a working sub-committee to review issues and make recommendations on preventing home heating oil spills in the Township. Appointments to the working sub-committee should include members of the Environmental Advisory Committee, Councillor Dave Hodgins and Fire Services staff. The sub-committee's task would be to examine the Uvic Environmental Law Centre's recommendations, prioritize them, and consider mechanisms for monitoring and enforcement.

- Emphasis should be on spill prevention rather than clean-up, and should deal in the first instance with old underground tanks.
- Sub-committee should also look at the Saanich guidelines to see how our neighbours are dealing with the problem.

Fire Services:

- Underground oil tanks are no longer permitted and all replacements or new installations are aboveground.
- The greatest concern is oil tanks from the 1940s and 1950s when the majority of tanks were buried outside. Fire Services is unable to do a comprehensive inspection of underground oil tanks.
- The greatest challenge is that installations or removals of oil tanks are often completed without obtaining a permit.
- Fire Services frequently receives requests from Real Estate Agents looking for records of an oil tank on a property.
- When completing permit inspections, Fire Services would only be able to notice obvious signs of leakage. However, as noted on the permit application, the inspection does not constitute an “environmental inspection”.
- A public education program may be beneficial for oil tank owners.

Sustainability:

- The Township may play a role in communicating the risks and prevention of home heating oil spills to homeowners -- as is being done in Saanich.
- The Township may wish to keep an updated inventory of oil tanks to assist with targeting communication and for locating leaking tanks in the case of a spill.
- Another approach may be to encourage residents to switch from heating oil to a cleaner and lower emission heating source such as natural gas. Currently there are 1,769 private dwellings in Esquimalt using natural gas. Fortis BC has identified another 1,170 dwellings close enough to the gas main for connection to be economical.

UVic's Environmental Law Centre Recommendations

UVic's Environmental Law Centre's report includes several recommendations on how to prevent heating oil spills in British Columbia. As many of the recommendations have not yet been adopted in British Columbia, the Township would have to seek legal advice on whether local governments have the jurisdiction to regulate in the areas outlined below. Staff would prefer to see regulation come from the provincial level as the prevention of oil tank spills is an issue for all communities in British Columbia and not just Esquimalt.

Recommendations:

1. Require every installer of home heating systems to ensure that the old oil tank has been properly decommissioned before installing a new system.
2. Subsidies to homeowners to change to cleaner home heating options.
3. Mandatory physical requirements for home heating oil tanks and equipment, including requiring tanks to be double-walled or made of fiberglass, requiring reinforced plumbing and making containment apparatuses mandatory, etc. Canadian Council of Ministers of the Environment (CCME) Code standards should be considered.
4. Requirements for tank system replacement and upgrades, including maximum time limits on the length of time a tank can stay installed on a property.

5. Mandatory regular inspection systems, including authorization of inspectors to enter private property for that purpose.
6. Require proper decommissioning of any tanks that no longer meet certification or if unused for a prescribed period. This will require setting up mechanisms to identify where all tanks are (including access to oil delivery company records and offering of public insurance to homeowners who self-identify old tanks).
7. A requirement that tank systems be registered – and establishment of government-issued identification tag systems that confirm tanks and systems are in good shape and not obsolete. Delivery of fuel to tanks without a valid tag should be prohibited.
8. Governments should consider legislating absolute liability for oil companies for any subsequent spills from a tank they fill – and a requirement that the company carry liability insurance for that liability.
9. A public insurance fund paid for by surcharge on fuel to pay for spills from the property of those homeowners who have self-identified as having a tank.

ALTERNATIVES:

1. That the COTW receive Staff Report No. ADM-13-020 for information.
2. That the COTW provide alternative direction to staff as the COTW considers advisable.
3. That the COTW request further information from staff.

Dangerous Goods

43. Where the Fire Chief or Officer in Command is satisfied on reasonable and probable grounds that a discharge, emission or escape of dangerous goods has occurred and that immediate action is necessary in order to carry out any reasonable emergency measures, he/she may take any such measures or request that any such measures be taken by any person he/she considers qualified to do so.
44. It is the duty of the occupier, or if none, the owner of the property, building, premises, motor vehicle, vessel or railway rolling stock, to report immediately to the Fire Chief when an explosion, discharge, emission, escape or spill of dangerous goods occurs and to similarly report to the Fire Chief where the potential for an explosion or a discharge, emission, escape or spill of dangerous goods exists by reason of abnormal or unusual circumstances.

PART 4 – PERMITS, INSPECTIONS AND FEES**Schedule of Fees**

45. The fees as set out in Schedule A hereof, which forms part of this Bylaw, shall be applicable to the provision of services and issuance of permits as set out in this Bylaw, and such applicable fees shall be payable at the time of application for permits or immediately upon receipt of an invoice from the Municipality.

**Oil Burning Equipment**

46. (1) No person shall install, alter or remove an oil burner, oil burning equipment or oil tank without first having obtained a permit to do so issued by the Fire Chief.
- (2) No permit required by this Bylaw shall be issued to any person, tenant, occupier or owner of any premises or any installer for the installation, removal or alteration of any oil burner, oil burning equipment or oil tanks until the permit fees and applicable inspection charges set out in Schedule A have been paid to the Municipality.

Investigation of Fires

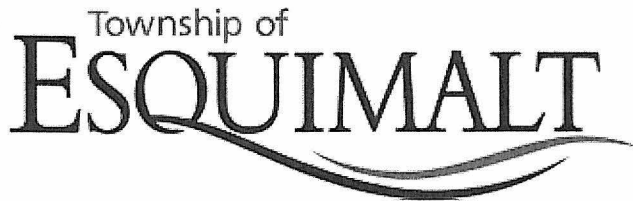
47. Pursuant to the *Fire Services Act*, in every instance that a fire investigator conducts a fire investigation, the applicable fee set out in Schedule A hereof will be charged to the owner for fire investigation services.

PART 5 - ENFORCEMENT

48. The Fire Chief may remove or seize any item that in his/her opinion will prevent the continuation of any non-compliance with any terms of this Bylaw.

Issuance of Order

49. (1) Where the Fire Chief finds that any provision of this Bylaw has been contravened or has not been complied with or that conditions exist in or upon a building,



1229 Esquimalt Road
Esquimalt BC V9A 3P1
Phone: 250-414-7100
Fax: 250-414-7111
www.esquimalt.ca

(SEE REVERSE FOR PERMIT)

ATTENTION: PERMIT APPLICANT or CONTRACTOR

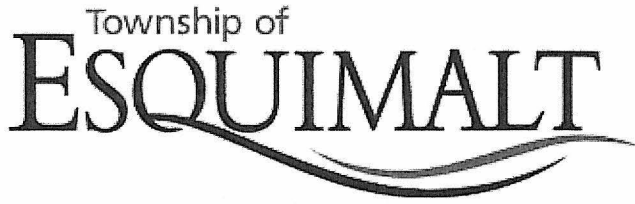
*****PRIOR TO COMMENCING ANY WORK*****

1. Please be advised that the **APPLICABLE FEE** for this permit is to be **PAID AT THE ESQUIMALT MUNICIPAL HALL.**
2. **AFTER THE FEE IS PAID, contact the Esquimalt Fire Department** to get the required signature approving the permit (PART A).
3. **WHEN STEPS 1 AND 2 ARE DONE - WORK MAY THEN BE COMPLETED.**
4. **UPON COMPLETION OF WORK: Contact the Esquimalt Fire Department** (Mon-Fri) between 8:30 am and 1 pm to make arrangement for the work to be viewed (PART B).
5. Once Part B has been signed, the permit will be retained by the Fire Department, but a copy can be made available upon request.

ESQUIMALT FIRE RESCUE

**500 Park Place
Esquimalt, BC V9A 6Z9
Ph: 250-414-7126
Fax: 250-414-7115
fire@esquimalt.ca**

On Duty Lieutenant Cell: 250-883-5869
On Duty Assistant Chief Cell: 250-883-0846



1229 Esquimalt Road
 Esquimalt BC V9A 3P1
 Phone: 250-414-7100
 Fax: 250-414-7111
www.esquimalt.ca

PERMIT

FOR THE INSTALLATION AND/OR REMOVAL OF OIL BURNING TANKS AND RELATED OIL BURNING EQUIPMENT

<u>PART A</u>	APPLICATION				
<p>_____ _____ <i>Date</i></p> <p>_____</p> <p>_____ <i>Name and address of applicant</i></p> <p>This application is for the above named to:</p> <table style="width: 100%;"> <tr> <td><input type="checkbox"/> Install</td> <td><input type="checkbox"/> Replace existing</td> </tr> <tr> <td><input type="checkbox"/> Remove</td> <td><input type="checkbox"/> Inert in place</td> </tr> </table> <p>the following equipment: _____</p> <hr/> <p>Address of work _____ Phone number _____</p> <p>Specific location of equipment on property _____</p> <p>I, _____, hereby certify that the above named work will comply with all applicable regulations, including the Esquimalt Fire Protection and Control Bylaw, No. 2783, (Part 4) and acknowledge that said work is required, upon completion, to be viewed by an officer from Esquimalt Fire Rescue.</p> <p>_____ _____</p> <p style="text-align: center;"><i>Signature of applicant</i> <i>Fire Dept. Officer Approving Permit (print & sign)</i></p>		<input type="checkbox"/> Install	<input type="checkbox"/> Replace existing	<input type="checkbox"/> Remove	<input type="checkbox"/> Inert in place
<input type="checkbox"/> Install	<input type="checkbox"/> Replace existing				
<input type="checkbox"/> Remove	<input type="checkbox"/> Inert in place				

<u>PART B</u>	FIRE DEPARTMENT REVIEW								
<p>The undersigned has viewed the above indicated work.</p>									
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; border-bottom: 1px solid black;">_____</td> <td style="width: 20%; border-bottom: 1px solid black;">_____</td> <td style="width: 20%; border-bottom: 1px solid black;">_____</td> <td style="width: 30%; border-bottom: 1px solid black;">_____</td> </tr> <tr> <td style="font-size: small;"><i>Signature of authorizing officer</i></td> <td style="font-size: small;"><i>Name (Printed)</i></td> <td style="font-size: small;"><i>Badge number</i></td> <td style="font-size: small;"><i>Date</i></td> </tr> </table> <p><i>The above permit is solely for the purpose of compliance with the Municipal Bylaws and applicable CSA regulations pertaining to oil tanks and the installation/removal of oil burning equipment. The permit and subsequent viewing of the completed work do not constitute an environmental assessment. Such an assessment remains the responsibility of the property owner, if required.</i></p>		_____	_____	_____	_____	<i>Signature of authorizing officer</i>	<i>Name (Printed)</i>	<i>Badge number</i>	<i>Date</i>
_____	_____	_____	_____						
<i>Signature of authorizing officer</i>	<i>Name (Printed)</i>	<i>Badge number</i>	<i>Date</i>						

Personal information provided on this form is collected pursuant to the Community Charter and will only be used for the purposes of determining the issuance of an Oil Tank and Related Oil Burning Equipment Permit, and will not be released except in accordance with the Freedom of Information and Protection of Privacy Act. Questions regarding the Act may be directed to the Manager of Corporate Services, 1229 Esquimalt Road, Esquimalt, BC V9A 3P1 (250) 414-7135.



Fire Department Oil Tanks

The installation, removal or replacement of Oil tanks and related Oil Burning equipment is governed by the BC Building Code. Underground storage tanks together with connected piping and dispensers must be removed from the ground, if at all possible, once they are of no further use or have been out of service for two years. A permit to remove, replace or install oil tanks is required prior to work commencing.

A permit application can be obtained from the Fire Department or downloaded as a [pdf](#).

There is a charge of \$50.00 (payable at the Municipal Hall) for each permit.

Procedure:

1. Obtain a copy of the permit form and fill in Part A.
2. Attend the Esquimalt Municipal Hall (Finance department) and pay the permit fee.
3. Bring the permit form and proof of payment to the Esquimalt Fire Hall.
4. The permit application (Part A) will be reviewed and signed by an officer on duty.
5. Work may then be undertaken.
6. Once the work is done, contact the fire department to arrange to have the work reviewed for compliance.
7. Once the review is completed the form (Part B) will be signed off. The original form remains with the fire department however a copy can be provided upon request of the permit holder.

Where the fire inspector determines that it is impractical to remove an underground storage tank, the fire inspector may authorize that the tank be exposed, cut open and cleaned. This work shall be viewed by the fire inspector prior to it being filled with an inert material and covered again.

If there is any questions as to the procedure to be followed in a particular case, the on duty fire inspector should be contacted for clarification at 250-414-7126.