



**CORPORATION OF THE
TOWNSHIP OF ESQUIMALT**
Minutes - Draft
Special Meeting of Council

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

Monday, February 7, 2022

5:45 PM

Esquimalt Council Chambers

Present 5 - Mayor Barbara Desjardins
 Councillor Ken Armour
 Councillor Jacob Helliwell
 Councillor Lynda Hundleby
 Councillor Jane Vermeulen

Absent 2 - Councillor Meagan Brame
 Councillor Tim Morrison

Councillor Armour attended the meeting via conference call.

Staff: Laurie Hurst, Chief Administrative Officer
Vicki Gannon, Director of Corporate Services and Human Resources
Bill Brown, Director of Development Services
Ian Irvine, Director of Financial Services
Blair McDonald, Director of Community Safety Services
Steve Knoke, Director of Parks and Recreation
Steve Serbic, Fire Chief, Esquimalt Fire Rescue
Joel Clary, Acting Director of Engineering and Public Works
Deb Hopkins, Manager of Corporate Services
Deborah Liske, Recording Secretary

1. CALL TO ORDER

Mayor Desjardins called the Special Council meeting to order at 5:45 PM.

Mayor Desjardins acknowledged that the township conducts its business on the traditional territory of the Lekwungen speaking peoples and works to be increasingly mindful of its commitment to more inclusive governance with our neighbours. We are committed to building stronger working relationships with both the Songhees and Esquimalt First Nations.

2. LATE ITEMS

There were no late items.

3. APPROVAL OF THE AGENDA

Moved by Councillor Helliwell, seconded by Councillor Hundleby: That the agenda be approved as circulated. Carried Unanimously.

4. CORE BUDGET PRESENTATIONS

1) [22-070](#) Administration and Corporate Services

Director of Corporate Services & HR presented a PowerPoint Presentation, provided an overview of Department operations, 2021 achievements, 2022 initiatives and key challenges.

2021 Achievements highlights:

- Coordinated completion of new library space and finalized designs for temporary police and municipal office space
- Continued EOC operations, maintained essential services, and expanded and diversified digital outreach for engagement activities during COVID-19
- Implemented mandatory COVID-19 vaccination policy
- Identified and implemented initiatives to increase Council transparency
- Awarded grant funds from Canadian Heritage
- Strengthened staff connection with Songhees First Nation
- Initiated Fire Department Strategic Plan
- Coordinated delivery of supervisory training and diversity and inclusion workshops

2022 Key challenges:

- Increasing workload with limited resources
- Mitigating supply chain shortages for election resources
- Rising attrition rates
- Ongoing COVID-19 impacts
- Securing suitable temporary location for Municipal Archives

2022 Initiatives:

- Addressing Police Services Budget Allocation Framework and undertaking public engagement on service delivery
- Finalizing Fire Department Strategic Plan
- Conducting 2022 local and school trustee elections
- Reviewing Council Procedure Bylaw
- Advancing records management system
- Enhancing supervisory and diversity and inclusion training
- Developing a corporate communications strategy
- Implementing a digital asset management system

2) [22-071](#) Community Safety Services

Director of Community Safety Services presented a PowerPoint Presentation, provided an overview of Department operations, 2021 achievements, 2022 initiatives, key challenges and responded to questions from Council.

2021 Achievements:

- Completed joint evacuation procedures exercise
- Received grant funding for tsunami/sea level rise modeling
- Coordinated emergency social services exercises with surrounding municipalities
- Collaborated with CRD member municipalities on emergency management
- Initiated implementation of online application and payment system for business licensing
- Secured funding for Public Safety Building (PSB) project
- Completed design for temporary police and fire facilities and started construction

2022 Key challenges:

- Responding to amended emergency management legislation
- Meeting consistently high demands for bylaw management services that exceed staff capacity
- Increasing construction costs and maintaining PSB project within budget
- Ongoing COVID-19 impacts
- Addressing unmet needs during emergencies

2022 Initiatives:

- Managing bylaw enforcement services
- Improving online building inspection services
- Adapting to impacts of new *Emergency Program Act* legislation
- Releasing tsunami mapping and delivering public education
- Developing revised neighbourhood emergency preparedness program
- Managing amenity funds for the PSB

3) [22-072](#) Finance and Information Technology Services

Director of Financial Services and IT presented a PowerPoint Presentation, provided an overview of Department operations, 2021 achievements, 2022 initiatives, key challenges and responded to questions from Council.

2021 Achievements:

- Completed accounting, budgeting, and statutory reporting for \$67 million in revenues, expenditures, and transfers
- Managed over \$87 million in investments
- Created scoring matrix to evaluate applications and updated Local Grant Policy and procedures
- Finalized bylaws for Public Safety Building borrowing and alternate tax

scheme

- Implemented electronic employee self-service hub
- Evaluated insurance proposals for township facilities
- Upgraded digital signage infrastructure
- Enhanced cyber security

2022 Challenges:

- Long-range infrastructure planning and public engagement
- Changing technology and customer demands for service

2022 Initiatives:

- Completing implementation of online application and payment system for business licensing, dog licensing, and property taxes
- Exploring alternatives for Tax Revitalization Program
- Building Gorge Park Pavilion IT infrastructure
- Updating Tangible Capital Asset Policy
- Increasing community engagement for budget and taxation process
- Improving cyber security incident response plan

4) [22-073](#) Engineering and Public Works

Acting Director of Engineering and Public Works presented a PowerPoint Presentation, provided an overview of Department operations, 2021 achievements, 2022 initiatives and key challenges.

2021 Achievements:

- Developed Inflow and Infiltration Management Plan
- Maintained levels of service for infrastructure
- Concluded second round of public engagement for the Active Transportation Network Plan
- Investigated Gosper Crescent cross connections
- Completed inspections of sewer and drain mains
- Installed five accessibility ramps around Rockheights Middle School
- Replaced failing Westbay manhole and pipe
- Completed snow and ice control training
- Progressed Integrated Resource Management (IRM) and gasification research

2022 Challenges:

- Developing Asset Management Plans to maintain and upgrade failing infrastructure
- Maintaining service levels during climate change

- Undertaking succession planning and implementing professional governing body's standards

2022 Initiatives:

- Advancing inflow and infiltration
- Enhancing transportation through Active Transportation Network Plan and Road Corridor Plan
- Developing asset management strategy and database
- Upgrading various municipal assets
- Implementing Climate Adaptation and Climate Mitigation strategies

5) [22-074](#) Development Services

Director of Development Services presented a PowerPoint Presentation, provided an overview of Department operations, 2021 achievements, 2022 initiatives, key challenges and responded to questions from Council.

2021 Achievements:

- Supported CAO in advancing Esquimalt Townsquare including new library space
- Completed DADU Bylaw amendments
- Drafted Climate Adaption and Climate Mitigation Plans

2022 Challenges:

- Providing adequate housing options in the community
- Promoting live-work-play lifestyle to reduce commuting
- Leveraging technology to streamline and enhance transparency of approval processes

2022 Initiatives:

- Hiring Manager of Planning
- Implementing legislative changes in the *Local Government Act*
- Implementing Climate Adaptation Plan and Climate Mitigation Plan initiatives
- Concluding decision process for sale of 880 Fleming Street
- Amending the Official Community Plan based on 2021 Census results
- Undertaking a development capacity assessment
- Reviewing Parking Bylaw

6) [22-075](#) Parks and Recreation Services

Director of Parks and Recreation presented a PowerPoint Presentation, provided an overview of Department operations, 2021 achievements, 2022 initiatives, key challenges and responded to questions from Council.

2021 Achievements:

- Facilitated Island Health COVID-19 vaccination clinics at Archie Browning Sports Centre
- Commenced construction of Gorge Park Pavilion
- Adjusted programs and services and assisted with COVID-19 response
- Completed parks and facility projects and repairs
- Developed lifeguard training partnership with Esquimalt Highschool
- Acquired Hither Green Park Playground
- Designed cherry forest with adornment of legacy gifts, including Takata Garden, and facilitated historical recognition of Japanese Canadians
- Completed Saxe Point Park Natural Area Management Plan

2022 Challenges:

- Ongoing COVID-19 impacts on provision of services, programs, and events
- Supporting diverse range of community groups and meeting program and service demands
- Upgrading and replacing parks and recreation infrastructure and assets
- Addressing staff recruitment and retention

2022 Initiatives:

- Finalizing construction and starting operations at Gorge Park Pavilion
- Implementing the Public Art Plan
- Reviewing Tree Protection Bylaw
- Implementing Saxe Point Park Natural Area Management Plan
- Continuing Gorge Park Creek and Estuary restoration and education activities
- Identifying opportunities for operational energy efficiencies
- Developing recruitment and retention strategies
- Progressing development of Asset Management Plans
- Completing construction of nature-inspired Hither Green playground
- Collaborating on regional parks and recreation initiatives
- Building relationships with regional partners, environmental community, and local residents

7) [22-076](#) Fire Rescue Services

Fire Chief presented a PowerPoint Presentation, provided an overview of Department operations, 2021 achievements, 2022 initiatives, key challenges and responded to questions from Council.

2021 Achievements:

- Introduced new rescue truck into service
- Replaced self-contained breathing apparatus equipment
- Installed new truck mounted mobile data terminals
- Assisted in design process for new Public Safety Building (PSB)
- Uploaded oil tank data to records management software
- Sustained delivery of emergency services during COVID-19

2022 Challenges:

- Maintaining cost control and operations during COVID-19
- Streamlining administrative tasks

2022 Initiatives:

- Streamlining administrative functions through improved use of technology
- Exploring opportunities to establish new and higher-level partnerships
- Consulting with stakeholders on the design of the PSB
- Continuing COVID-safe public education programs
- Expanding opportunities for joint training sessions with neighbouring fire departments and public works sections
- Implementing mobile fire inspection program
- Launching technical rescue program and fire academy program
- Engaging with local First Nations communities
- Completing Fire Department Strategic Plan

5. PUBLIC INPUT ON ANY ITEMS LISTED ON THE AGENDA

Address Council on any item included on this Agenda. Limit 2 minutes per speaker.

Lorne Argyle, *resident*, thanked the Parks Department for the new pathway installation in Saxe Point Park which makes walking much easier and will maintain the integrity of the grass.

6. ADJOURNMENT

Moved by Councillor Vermeulen, seconded by Councillor Hundleby: That the Special Council meeting be adjourned at 6:51 PM. Carried Unanimously.

MAYOR BARBARA DESJARDINS
THIS DAY OF , 2022

DEBRA HOPKINS, CORPORATE OFFICER
CERTIFIED CORRECT