



# CORPORATION OF THE TOWNSHIP OF ESQUIMALT

## Agenda - Final

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

### Special Committee of the Whole

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Monday, May 27, 2024

5:45 PM

Esquimalt Council Chambers

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*In person attendance is permitted.*

*Members of the public are encouraged to submit their support or opposition in writing by emailing comments to [council@esquimalt.ca](mailto:council@esquimalt.ca) or mailing or delivering comments to 1229 Esquimalt Rd, Esquimalt, BC, V9A 3P1 before 12:00 p.m. (noon) on the day of the meeting.*

*The Special Meeting of Committee of the Whole will be streamed on the following link:  
<https://esquimalt.ca.legistar.com/Calendar.aspx>.*

**1. CALL TO ORDER**

**2. INTRODUCTION OF LATE ITEMS**

**3. APPROVAL OF THE AGENDA**

**4. PERIOD STAFF REPORTS**

- 1) [24-268](#) CAO - 2024 First Period Report, Staff Report No. ADM-24-031  
*Attachments:* [Council Priorities Plan \(as of May 2024\)](#)
- 2) [24-249](#) Community Safety Services - 2024 1st Period Report - Staff Report CSS-24-002  
*Attachments:* [Attachment 1 - 2024 1st Period Report - Bylaw Enforcement](#)  
[Attachment 2 - 2024 1st Period Report - Building Permit Chart](#)
- 3) [24-241](#) Corporate Services 2024 First Period Report, Staff Report No. ADM-24-023  
*Attachments:* [2024 - 1st Period Council Resolutions](#)
- 4) [24-251](#) Development Services First Period Report, Staff Report No. DEV-24-034  
*Attachments:* [Appendix A: Housing Matrix April 30, 2024](#)  
[Appendix B: Table of Ongoing Projects](#)
- 5) [24-252](#) Engineering & Public Works Departments - 2024 First Period Report, Staff Report No. EPW-24-011
- 6) [24-242](#) Financial and IT Services, 2024 First Period Report, Staff Report FIN-24-012

- 7) [24-240](#) Fire First Period Report 2024, Staff Report No. FIRE-24-003
- 8) [24-246](#) Human Resources & Community Relations - 1st Period Report 2024, Staff Report No. ADM-24,029
- 9) [24-247](#) Parks and Recreation- 2024 First Period Report, Staff Report No. P&R-24-004

## 5. ADJOURNMENT



# CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

## Staff Report

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**File #:**24-268

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### PERIOD REPORT

**DATE:** May 27, 2024

Report No. ADM-24-031

**TO:** Mayor and Council

**FROM:** Dan Horan, Chief Administrative Officer

**SUBJECT:** CAO - 2024 First Period Report

The following is a report on the activities pertaining to the CAO's office from January 1, 2024 to April 30, 2024.

#### **I. DIVISION ACHIEVEMENTS AND ACTIVITIES**

The CAO's two key priorities for this period were the following:

- Ensure the team made good progress against planned timelines on projects and initiatives in the Council Priorities Plan
- Ensure the preparation and delivery of a 2024-2028 Financial Plan that enabled Council to approve a budget that reflects the Township's levels of service and the Council Priorities Plan.

The CAO assesses that the team delivered effectively against the two priorities outlined above. As part of the Special Committee of the Whole discussion for May 27, 2024, the CAO intends to present the updated Council Priorities Plan, highlighting key areas of success and identifying issues or concerns for Council's consideration.

With the extended absence and subsequent retirement of the Director of Community Safety Services, the CAO was required to be directly involved in two major projects in the Council Priorities Plan, namely the design/construction tender phase of the Public Safety Building project (ending in May 2024) and delivery of police models options analysis for Council.

The CAO's focus for the next period will be to mobilize staff to support a mid-term Council Priorities Plan refresh process that will begin in summer 2024 and would be completed prior to the development of the 2025-2029 Financial Plan. This year's process is intended to provide an opportunity for Council to assess the progress of the plan and to propose new ideas for initiatives or projects for impact assessments and decision-making by Council. The idea is to create a mid-term governance touch point to ensure staff's focus for the latter two years of the Council term will meet Council's expected outcomes.



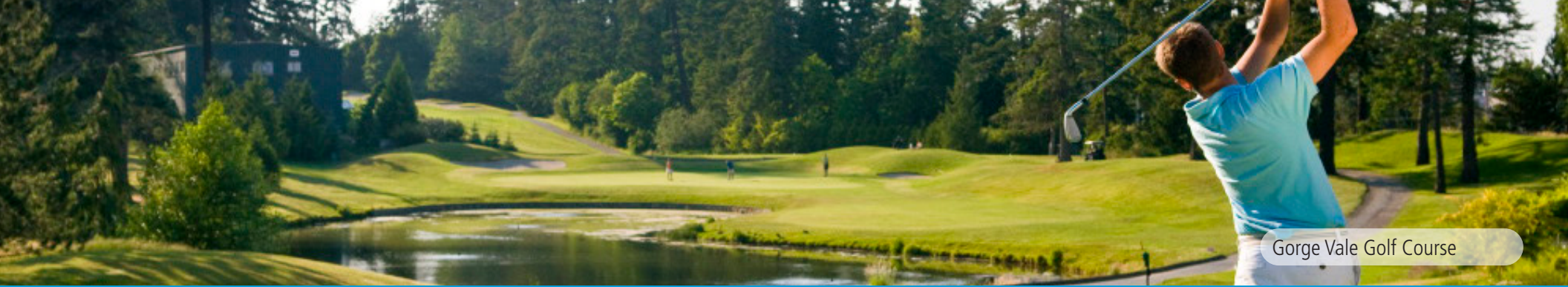


# COUNCIL PRIORITIES PLAN 2023-2026

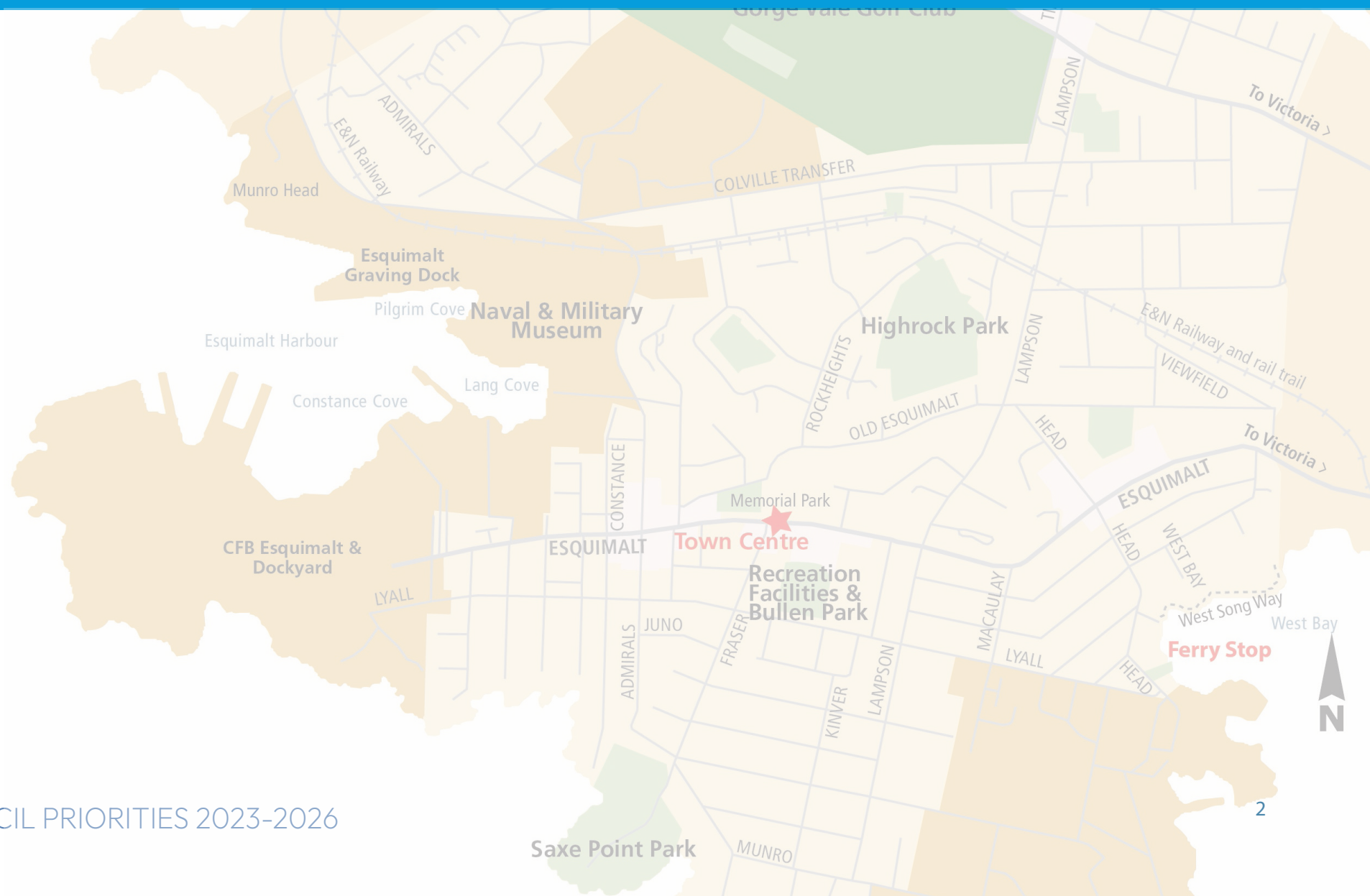
UPDATED MAY 2024

Township of  
**ESQUIMALT**





Gorge Vale Golf Course



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View from Saxe Point

# THE LAND OF SHOALING WATER

- > The area now known as Esquimalt has been inhabited by Coast Salish First Nations for over 4,000 years.
- > Esquimalt (pronounced Ess-KWY-malt) is an anglicized version of the  $\text{lək}^w\text{əŋən}$  word “es-whoy-malth,” which means the place of gradually shoaling waters.
- > Year of incorporation: September 1, 1912.
- > Esquimalt is home to close to 18,000 residents.
- > Esquimalt boasts a diverse business landscape, from a bustling graving dock and light industrial enterprises to offices to breweries and a variety of local businesses.
- > Esquimalt has over 40 hectares of parkland, many of these parks overlooking waterways along the Strait of Juan de Fuca and the Gorge Waterway.

The Township enjoys over 30 parks, beaches and green spaces.





West Bay Marina

# INTRODUCTION

## Goal of the report

Mayor and Council develop and identify key projects and initiatives to be undertaken during the term of Council 2023 – 2026.

The report is intended to outline the priorities and their progress.

## What are council priorities

Council priorities outline areas of focus for the coming term. These priorities can be amended over time as some are completed and other needs arise. Any proposed new projects are evaluated on priority and costs—both financial and in staff time.

{ These priorities are in addition to existing operational tasks and approved capital projects. The projects or initiatives in this plan fall outside of staff's day-to-day operational or service level commitments. }

Generally, 90 per cent of staff effort is devoted to delivering on service level commitments, which leaves approximately 10 per cent of staff's workplan capacity for projects that are part of the Council Priorities Plan.

## Services

The Township is responsible for delivering essential local services such as parks and recreation; sewer services; transportation infrastructure and fire protection. Land use planning, economic development and other policy areas impact how the township grows.

These services are part of staff's core service work and are included in the financial plan. Details about this work is summarized in the annual reports.





Part of the art walk at Esquimalt Town Square

# COUNCIL PRIORITY PROCESS

Council was sworn in on November 7, 2022 after the October municipal election. In December of that year, they began strategic planning sessions that included identifying areas of focus; drafting mission, vision and values; and assessing organizational strengths, weaknesses, threats and opportunities.

After a follow-up session, this draft was taken to the Committee of the Whole for public input in March 2023. After ratification in April and a housing workshop in May, Council finalized the list of priorities and projects.

The Council Priorities Plan represents Council's direction to staff; staff use this guidance to build their workplans and deliver the results that Council is seeking. While Council retains the flexibility to modify or update the Priorities Plan at any

time, the aim of a structured framework is to establish a predictable rhythm for governance review of Council's priorities throughout the year.

These projects may be adjusted to align with financial and departmental planning. Adjustments to the projects will be reflected in periodic updates of this document.



(Top) Councillor Morrison, Councillor Helliwell, Councillor Armour & Councillor Boardman

(Bottom) Councillor Rotchford, Mayor Desjardins & Councillor Cavens

# COUNCIL PRIORITY PROCESS

## Financial planning

Staff present a draft budget to Council and the public for feedback and adjustments in the spring. This budget outlines both operational needs and capital projects.

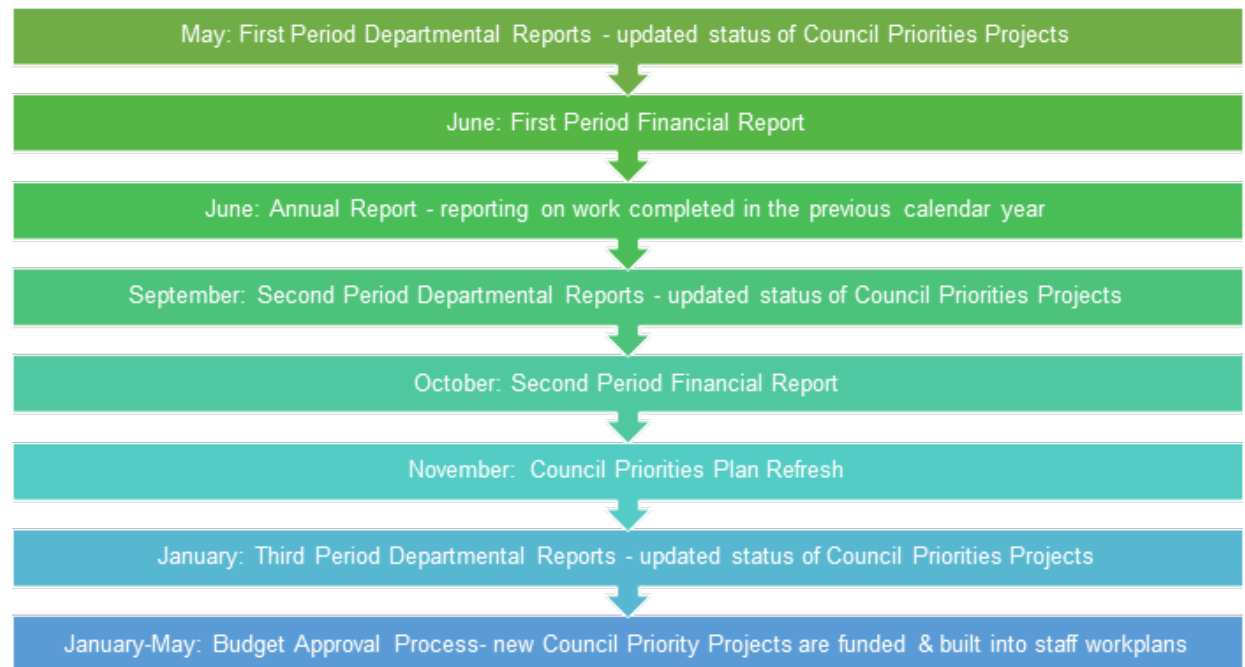
Council takes council priorities into account when approving the budget to ensure initiatives are responsibly funded. The resulting Five-Year Financial Plan provides funding for core services as well as the Council Priorities Plan. To keep Council, staff and community expectations aligned, it is important to recognize that Council does not normally add new projects or initiatives to the Council's Priorities Plan without understanding the required funding, staff resources, and impact to current commitments.

The Township has adopted a best practice where new or unfunded projects are referred to the Council Priorities Plan Refresh scheduled to occur each November. Staff would prepare decision notes for Council consideration that would include information about the potential projects (scope, budget, impact assessment, etc.) to enable prioritization of the new projects within existing plans and resources.

## How do these priorities impact planning and work throughout the year?

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

The Period Financial Reports share budget variance updates, including insight on Council Priorities Projects. Progress is reported to Council and the public through Department Reports three times a year and is summarized in the Township's annual report published each June.







The climbing wall at Fleming Beach.

# VISION, MISSION & VALUES

## VISION

The Township of Esquimalt is a leader that is recognized as a vibrant, distinct, resilient and diverse community for people to discover, feel welcome and belong.

## MISSION

The Township of Esquimalt works to support economic, cultural, social and environmental health for our current and future generations.

## VALUES

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

**Integrity** - We demonstrate high standards of ethical behaviour and open communication that inspires trust.

**Respect** - We value people and treat everyone with dignity and fairness.

**Service Excellence** - We meet community needs and achieve high-quality results through responsiveness, creativity, teamwork and partnerships.

**Passion** - We approach our work with conviction and enthusiasm.

**Equity, Diversity and Inclusiveness** - We share in the responsibility to create a positive culture, honour differences, and safeguard equity, inclusion and dignity for all.

# COUNCIL PRIORITIES



**CLIMATE RESILIENCE & ENVIRONMENTAL STEWARDSHIP**



**DIVERSIFIED & THRIVING ECONOMY**



**ENGAGED & HEALTHY COMMUNITY**



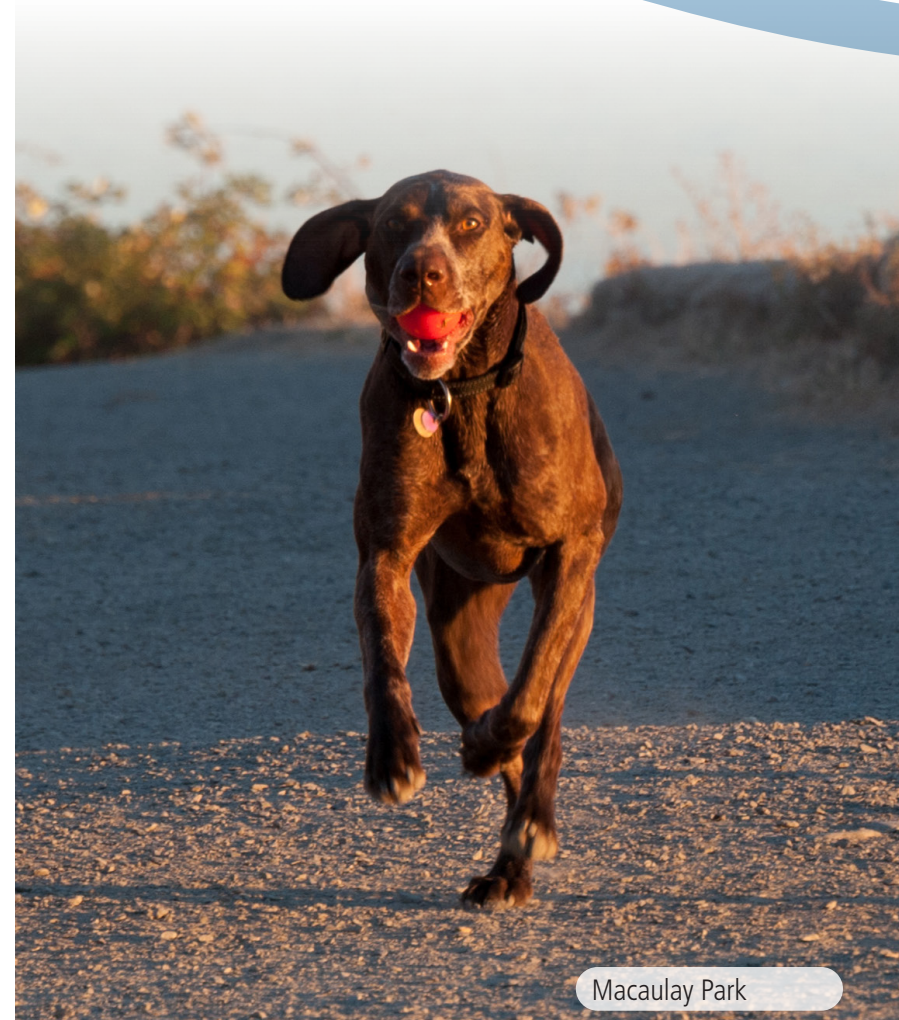
**GOOD GOVERNANCE & ORGANIZATIONAL EXCELLENCE**



**HOUSING**



**STRONG RELATIONSHIPS & PARTNERSHIPS**



Macaulay Park





# PROJECTS & INITIATIVES

## CLIMATE RESILIENCE & ENVIRONMENTAL STEWARDSHIP

Project	Department	Status	Status Details	Completion
Tree Protection Bylaw Update	Parks and Recreation		<b>Complete</b>	Q1 2023
Priority Development Workshop—Climate Resilience and Environmental Stewardship	Development Services		<b>Complete</b>	Q2 2023
Climate Action Workshop Initiative: Update Council report templates to include climate action (mitigation and adaptation) considerations	Corporate Services		<b>Complete</b> —new report template completed	Q3 2023
Climate Action Workshop Initiative: Develop an annual progress report that ties to specific strategies within the climate plan	Development Services		A new separate section within the annual report	Q2 2024
Low Carbon Energy Systems Bylaw	Development Services		<b>Complete</b>	Q3 2023
Integrated Resource Management	Engineering and Public Works		Biochar testing plan in development, next return to Council for way ahead decision	Q2 Q3 2024
Green Teams Partnership	Parks and Recreation		<b>Complete</b>	Q3 2023
Develop concrete action plan to reduce corporate greenhouse gas emissions by 45% from 2010 levels by 2030 including: 1. Electric vehicle fleet plan 2. GHG emission municipal building audit 3. GHG corporate roadmap	Development Services		Three new sub-projects funded by Council	Q1 2025



Proposed/Not yet funded



On track



Issues or concerns



Project at risk



Complete



# PROJECTS & INITIATIVES

## DIVERSIFIED & THRIVING ECONOMY

Project	Dept	Status	Status Details	Completion
Develop Economic Development Action Plan	HR and Community Relations		<b>Complete;</b> endorsed by Council, projects & initiatives to be inserted into staff work plans and budget 2024	Q3 2023
Options Analysis - Park Place & Esquimalt Road	HR and Community Relations		Preparing a comprehensive analysis of options by compiling historical data and current information.	Q3 2024
Business Façade Improvement Program	Financial Services and IT		<b>Complete</b>	Q1 2024



Proposed/Not yet funded



On track



Issues or concerns



Project at risk



Complete





# PROJECTS & INITIATIVES

## ENGAGED & HEALTHY COMMUNITY








Project	Department	Status	Status Details	Completion
Volunteer Recognition Policy	HR and Community Relations	■	<b>Complete</b>	Q1 2024
Police Service Model Transition—Phase I	Community Safety Services	■	<b>Complete</b>	Q2 2024
Options Analysis – Arm Street Park Dock	Parks and Recreation	■	<b>Complete</b> ; recommending new initiative to explore dock options throughout Township	Q4 2023
Dock Analysis	Parks and Recreation	●	Explore public dock options throughout Township to provide analysis & provide recommendations to council.	Q3 2024
Macaulay Elementary Crossing Guard MOU	Financial Services and IT	■	<b>Complete</b>	Q1 2024
Impact Assessment—Report on Undergrounding of Mainline of Overhead Utilities (Esquimalt Rd (Constance to Dominion))	Engineering and Public Works	■	<b>Complete</b>	Q1 2024
Refresh & Replace Esquimalt Road Banners	Engineering and Public Works	●	Exploring options through the Public Art Plan process. Banner update expected late Q3 2024	Q4 2024
Family Doctor Shortage & Incentives	Development Services	■	<b>Complete</b>	Q1 2024
Implement Active Transportation Network Plan	Engineering and Public Works	●	<ul style="list-style-type: none"> <li>&gt; Tillicum/Lampson improvements substantially complete</li> <li>&gt; Munro Sidewalk update: construction underway with completion expected in summer 2024</li> <li>&gt; Reduced speed limits approved by Council with signs expected to be installed in summer 2024</li> </ul>	Ongoing
Public Safety Building—Design Phase	Community Safety Services	■	<b>Complete</b> - construction starting late Q2	Q2 2024

Proposed/Not yet funded
 On track
 Issues or concerns
 Project at risk
 Complete



# PROJECTS & INITIATIVES

## ENGAGED & HEALTHY COMMUNITY

Project	Department	Status	Status Details	Completion
Revise "Maintenance of Property and Nuisance Bylaw" with respect to Construction Noise	Community Safety Services		<b>Complete</b>	Q1 2024
Level of Service Review - Enhance evening and weekend bylaw enforcement	Community Safety Services		Assessed staff capacity and proposing Q4 2024 due date	Q2-Q4 2024
Implement Public Art Plan	Parks and Recreation		<b>Complete</b>	Q2 2024
Partner and develop turf field for Esquimalt High School	Parks and Recreation		Joint Use Agreement, Business Case and Options Analysis under development. Will go before council June or July 2024.	Q2 2024
Health Needs Assessment	Development Services		Funded via early approvals	Q4 2024
Police service model transition—Phase 2	Community Safety Services		Further explore Esquimalt Police Department model and transition plan development	TBD
Public safety building construction	Community Safety Services			Q3 2026

 Proposed/Not yet funded
  On track
  Issues or concerns
  Project at risk
  Complete





# PROJECTS & INITIATIVES

## HOUSING

Project	Department	Status	Status Details	Completion
Construction Protocol Review	Development Services		<b>Complete</b>	Q1 2023
Priority Development Workshop—Housing	Development Services		<b>Complete</b>	Q2 2023
Rent Bank Program Information Brief	Development Services		<b>Complete</b>	Q2 2023
Parking Strategy and Updated Parking Bylaw	Development Services		Integrated Parking Management Strategy: development of an action plan for Council's consideration expected in summer 2024. Parking Bylaw: final Parking Bylaw expected for Council's consideration in summer 2024	Q1 2024
GIS Census Analysis	Development Services		<b>Complete</b>	Q3 2023
Tenant Relocation Policy	Development Services		<b>Complete</b>	Q4 2023
Subdivision & Development Bylaw Update (including sidewalk requirements)	Engineering and Public Works		<b>Complete;</b> Updated Bylaw approved by Council January 15 2024	Q1 2024
Prepare Zoning Bylaw Amendments to bring the Zoning Bylaw into conformance with recent amendments to the Local Government Act	Development Services		Staff have started to prepare the necessary amendments	Q2 2024
Non-Market Housing Incentives & Targets Program	Development Services		To be reassessed by Council (extended from Q2)	Q3 2024
Development Capacity Assessment	Development Services		Portions of charter to Council in Q2 2024 for signoff	Q4 2024
Development Process Improvements	Development Services		<b>Complete</b>	Q2 2024
Doctor Density Bonusing	Development Services		Delayed until assessment of new tools from the Province published in 2024	
Prepare new Housing Needs Assessment	Development Services		Staff are waiting for further guidance from the province	Q4 2024



Proposed/Not yet funded



On track



Issues or concerns



Project at risk



Complete



# PROJECTS & INITIATIVES

## GOOD GOVERNANCE & ORGANIZATIONAL EXCELLENCE

Project	Department	Status	Status Details	Completion
Council Code of Conduct	Corporate Services		<b>Complete;</b> annual review completed in Q1 2024	Q2 2023
Sign Bylaw Amendments	Development Services		<b>Complete</b>	Q3 2023
Staff report—B.C. Growing Communities Fund Options Analysis	Development Services		<b>Complete</b>	Q2 2023
Accessibility Plans— <i>Accessibility British Columbia Act</i> Compliance (draft to Council)	Corporate Services		Two surveys conducted in Q1 2024. Consultant to be engaged in Q2 2024 with draft Accessibility Plan anticipated in Q3 2024	Q3 2024
Long Term Financial Planning Update – Infrastructure Asset Management Strategy	Financial Services and IT		<b>Complete;</b> Council directed staff to provide Asset Management Strategy update in 2024.	Q4 2023
Asset Management Program—Recreation Inventory and Plan Development	Parks and Recreation		20-year Capital Plan and equipment inventory complete. Next step is plan development.	Q3 2024
Asset Management Program—Sanitary Sewer Master Plan	Engineering and Public Works		Consultant has begun sewer modeling and completed pump station inspections. Project is on track for completion by summer 2024.	Q2 2024
Asset Management Program—Storm Sewer Master Plan	Engineering and Public Works		New project added Q2 2024	Q2 2025
Asset Management Program—Facilities Master Plan	Engineering and Public Works		New project added Q2 2024	Q1 2025



Proposed/Not yet funded



On track



Issues or concerns



Project at risk






Complete





# PROJECTS & INITIATIVES

## STRONG RELATIONSHIPS & PARTNERSHIPS

Project	Department	Status	Status Details	Completion
Gorge Bridge Midden Site Signage	HR and Community Relations		Township staff have been in communication with both Nations with regards to the status of the current signage and are awaiting direction.	Q3 2024
Community to Community Engagement (Songhees and Esquimalt First Nations)	HR and Community Relations		Working with respective Councils on engagement options and timelines	Ongoing
Develop opportunities for service agreements with Songhees and Esquimalt Nations	HR and Community Relations		Departments working in applicable areas (e.g., archaeological requirements)	Ongoing



Proposed/Not yet funded



On track



Issues or concerns



Project at risk



Complete

# POTENTIAL FUTURE PROJECTS

**These projects are forthcoming actions to help advance the existing council priorities.**

They will be implemented as Projects near completion and as staff capacity allows. They are intended to initiate within the 2023-2026 time period.

Project	Department	Council Priority
Esquimalt Together Against Graffiti	Engineering and Public Works	Engaged & Healthy Community
Update to Sidewalk Master Plan	Engineering and Public Works	Engaged & Healthy Community
Front Yard Deer Fencing Policy Development	Development Services	Engaged & Healthy Community
Saunders Street Municipal Park	Development Services	Engaged & Healthy Community
BC Transit Passes to Esquimalt Youth	Financial Services and IT	Engaged & Healthy Community
Municipal Lands Future Disposition	Development Services	Good Governance & Organizational Excellence
Inflow and Infiltration Bylaw	Engineering and Public Works	Good Governance & Organizational Excellence
Phase out Fuel Powered Landscape Equipment	Parks and Recreation	Climate Resilience & Environmental Stewardship
DADU Housing Simplify Program	Development Services	Housing
Development Handbook	Development Services	Housing
Major Zoning Bylaw Update	Development Services	Housing
Community Amenity Contributions Assessment	Development Services	Housing
Townhouse Zoning Incentive Program	Development Services	Housing
Omnibus Zoning Bylaw Amendments	Development Services	Housing
OCP Recalibration	Development Services	Housing
Zoning/OCP Reduce Hurdles for Commercial Space Development	Development Services	Housing
Policy Direction – COTW Discussion – Floor Area Ratio Deviations from OCP	Development Services	Housing
Development Cost Charges Bylaw	Development Services	Housing



# RELATED DOCUMENTS

- > Official Community Plan
- > 2023 Financial Plan Bylaw
- > 2022 Annual Report
- > Period reports
- > Active Transportation Network Plan
- > Climate Action Plan
- > Art in Public Spaces Plan

Find these and other corporate documents on [Esquimalt.ca](https://www.esquimalt.ca) or visit Esquimalt Municipal Hall at 1229 Esquimalt Rd.



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## IN PERSON

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1229 Esquimalt Rd.  
Esquimalt, B.C V9A 3P1**

**250-414-7100**





# CORPORATION OF THE TOWNSHIP OF ESQUIMALT

Municipal Hall  
1229 Esquimalt Road  
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## Staff Report

File #:24-249

### PERIOD REPORT

**DATE:** May 27, 2024

Report No. CSS-24-002

**TO:** Dan Horan, Chief Administrative Officer

**FROM:** Joel Clary, Director of Engineering & Public Works

**SUBJECT:** Community Safety Services Department - 2024 First Period Report

The following is a report on the activities pertaining to the Community Safety Services Department from January 1, 2024 to April 30, 2024. The Director of Community Safety Services position remains vacant due to the unplanned absence (due to medical issues) and subsequent retirement of the incumbent. The responsibilities of this role remain shared between the Director of Engineering and Public Works (bylaw and building inspections), the Manager of Economic Development (business licencing) and the Chief Administrative Officer (Public Safety Building, policing and emergency management). A competition to fill the Director position is currently underway.

#### **I. DIVISION ACHIEVEMENTS AND ACTIVITIES**

##### **1. Emergency Management**

- Neighbourhood Emergency Preparedness Program (NEPP)
  - Developed social media posts for the whole year on various aspects of emergency preparedness.
  - Attended Family Day festivities and set up a table at the Rec Centre; handed out preparedness information.
  - Participated in the Recruitment Fair.
- Emergency Support Services
  - Conducted Reception Centre training for staff members at Municipal Hall and recreation staff at Archie Browning.
  - Responded to a Level One event at 1007 Esquimalt Rd, supported three residents.
  - Responded to a Level two event at 656 Garrett Street where 20 residents were supported.
  - Level One training session with Oak Bay volunteers where Esquimalt volunteers provided mentorship to Oak Bay volunteers.



- Attended Regional Workshop that was co-organized by Esquimalt Emergency Program.
- Emergency Radio Communications
  - Began training with two new Radio Volunteers.
  - Arranged for Industry Canada to transfer VE7EEP and VE7EEM club call sign certification to team leader Larry Gagnon as part of succession planning.
  - Outdated laptop replaced.
  - Checked status of radio equipment at both Municipal Hall and secondary location at Public Works Yard.
  - Participated in Reception Centre training for staff highlighting the roll of the radio team in a reception centre.
  - Also attended the Recruitment Fair.
- Administration
  - Received grant for collaboration and consultation with Nation Communities who have historical territory in current boundaries of Esquimalt. Strategy to spend the funding is being developed regionally and directly with the Nations.
  - Continued planning for Oh Deer exercise Part Two which is scheduled for May 14, 2024.
  - Co-organized ESS workshop with Saanich and Oak Bay to host 50 volunteers from around the region.
  - Posted invitation to quote for a consultant to do Community Risk Assessment.
  - Applied and received funding for four ESS workshops in the region, this will be developed and led by the Esquimalt Emergency Program.
  - Part of the planning committee for a Federal exercise for Nuclear Safety Plan with DND, one of only two municipalities asked to be on committee with View Royal.
  - Desalination unit was tested, and water tested was potable.
  - Trained 15 members of Parks and Public Works in Rapid Damage Assessment.
  - Participated in regional forums: Regional Emergency Management Partnership (REMP) and the Local Government Emergency Program Advisory Commission (LGEPAC). Continued as Chair of the Emergency Support Services Directors group for the Greater Victoria region.

## **2. Bylaw Enforcement**

- Bylaw Offence Notice Disputes

In this period, 10 BON's were referred to the screening officer level. Of those, 7 were cancelled and 3 were upheld for payment. No matters were referred for adjudication.

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

- **Dog Licensing**

During the first period, 1439 licenses were sold: 561 from Municipal Hall, 332 from vendors and 546 online through MyEsquimalt.

Dog licenses can be renewed in several ways:

- Purchase at the Municipal Hall in person
- By mail
- Through MyEsquimalt online
- Through Victoria Animal Control Services
- At Castle Building Centre in Victoria West and Shoppers Drug Mart in Esquimalt

- **Deer Study**

Dr. Fisher, in consultation and collaboration with the Township, has secured additional federal grant funding from NSERC which will allow the Deer Study to continue until March 31, 2025.

The cameras continue to sample deer relative abundance and fawn occurrence across the Township and DND lands. Dr. Fisher is close to having completed density estimates for the years sampled to date. A Master of Science student is working on fawning rate estimates before and after immunocontraception treatment. The project team is working with Urban Wildlife Stewardship Society to link together Oak Bay's Deer project results with Esquimalt's, to look for similarities or differences in responses. The project is on track to provide early conclusions by end 2024.

### **3. Building Inspections/Permits**

- The first period of 2024 resulted in a decrease in demand for permits but an increase in construction value compared with the first period of 2023. The total value of construction in the first period of 2024 was approximately \$17.2 million compared with \$14.3 million in the first period of 2023. Similar to construction values, the permit fees are showing slight increases, with \$165,000 in the first period of 2024 compared to \$142,000 for the first period of 2023.
- Attachments

Building Permits Chart [Attachment #2]

### **4. Policing**

- The options analysis work for policing models in Esquimalt conducted by perivale+taylor was presented to Council in February 2024. Council eliminated consideration of some potential models and directed staff to initiate a new project that continues the exploration of an Esquimalt Police Department (supported by a larger police

force) as a model for police services delivery in Esquimalt.

## 5. Public Safety Building

- The design phase of the Public Safety Building was completed in this period, with a successful invitation to tender process and a construction contract awarded to Knappett Projects Inc. The construction phase of the project is set to begin end May 2024.

## II. COMMITTEES

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



**Bylaw Enforcement****Stats**

	2023 1 <sup>st</sup> Period	2024 1 <sup>st</sup> Period	2023 Year to Date	2024 Year to Date
<b>Total Bylaw Contraventions and Complaints Investigated</b>	123	<b>249</b>	123	<b>249</b>
➤ Streets and Traffic	82	<b>196</b>	82	<b>196</b>
➤ General Bylaw Inquiries	12	<b>17</b>	12	<b>17</b>
➤ Maintenance/Nuisance Property/Noise Bylaw	20	<b>25</b>	20	<b>25</b>
➤ Zoning Bylaw	3	<b>5</b>	3	<b>5</b>
➤ Business License	0	<b>0</b>	0	<b>0</b>
➤ Building	1	<b>1</b>	1	<b>1</b>
➤ Animal Control	3	<b>4</b>	3	<b>4</b>
➤ Park Maintenance & Tree Protection	1	<b>0</b>	1	<b>0</b>
➤ Assist Third Party Agencies	0	<b>1</b>	0	<b>1</b>
➤ Secondary Suites	1	<b>0</b>	1	<b>0</b>
<b>Concluded Investigations</b>	110	<b>229</b>	110	<b>229</b>
<b>Active Investigations</b>	13	<b>20</b>	13	<b>20</b>
<b>BON's &amp; MTI's Issued</b>	216	<b>236</b>	216	<b>236</b>
➤ Total Maximum Fine Value	\$ 7,995	<b>\$ 12,357.50</b>	\$ 7,995	<b>\$ 12,357.50</b>
➤ Total Paid	\$ 2,295	<b>\$ 2,770</b>	\$ 2,295	<b>\$ 2,770</b>
➤ Total Outstanding	\$ 5,700	<b>\$ 9,587.50</b>	\$ 5,700	<b>\$ 9,587.50</b>
➤ Tickets Cancelled	15	<b>8</b>	15	<b>8</b>
➤ Warning Tickets (not included in "issued" total above)	75	<b>84</b>	75	<b>84</b>
<b>BON &amp; MTI Adjudication</b>				
➤ Disputed Matters to Screening Officer	22	<b>10</b>	22	<b>10</b>
➤ Disputed tickets – cancelled	14	<b>7</b>	14	<b>7</b>
➤ Disputed tickets – confirmed by Screening Officer	8	<b>3</b>	8	<b>3</b>
➤ Sent to adjudication	0	<b>0</b>	0	<b>0</b>

## **Bylaw Enforcement**

### **Stats**

<b>Animal Control</b>	<b>2023 1<sup>st</sup> Period</b>	<b>2024 1<sup>st</sup> Period</b>	<b>2023 Year to Date</b>	<b>2024 Year to Date</b>
➤ Dog Tags Sold	1298	<b>1439</b>	1298	<b>1439</b>
<b>Incidents Investigated by Victoria Animal Control</b>	<b>76</b>	<b>92</b>	<b>76</b>	<b>92</b>
➤ Dogs at Large	11	<b>14</b>	11	<b>14</b>
➤ No Leash	30	<b>26</b>	30	<b>26</b>
➤ No License	3	<b>3</b>	3	<b>3</b>
➤ Barking/Noisy Dogs	5	<b>6</b>	5	<b>6</b>
➤ Dog Attacks (on animals)	4	<b>5</b>	4	<b>5</b>
➤ Dog Attacks (on humans)	3	<b>3</b>	3	<b>3</b>
➤ Cats at Large	1	<b>2</b>	1	<b>2</b>

<b>Actions taken by VACS</b>	<b>2023 1<sup>st</sup> Period</b>	<b>2024 1<sup>st</sup> Period</b>	<b>2023 Year to Date</b>	<b>2024 Year to Date</b>
➤ Verbal Warnings	7	<b>31</b>	7	<b>31</b>
➤ Written Notices	30	<b>13</b>	30	<b>13</b>
➤ BON Written	0	<b>6</b>	0	<b>6</b>
➤ Animals Impounded	11	<b>17</b>	11	<b>17</b>
➤ Contacts – With Dogs - No Violation		<b>158</b>		<b>158</b>
➤ Contacts – Without Dogs		<b>132</b>		<b>132</b>

\*These numbers represent the number of contacts with people that VACS officers have while patrolling the parks. These statistics were not captured in previous years; however they represent an important part of the work that VACS officers do during their preventative patrol time in Esquimalt. VACS reports that the vast majority are positive encounters, and people are appreciative of the presence of the Animal Control Officers in the parks and trails.

**Community Safety Services  
Building Permit Statistics  
Period 1 - Jan to Apr 2024**

	Comparable			Current Year			Current Year	
Permit Type Issued	2023 - 1st Period			2024 - 1st Period			2024 Total for Year	
	No.	Value (\$)		No.	Value (\$)		No.	Value (\$)
Commercial	7	\$1,029,500.00		5	\$1,220,000.00		5	\$1,220,000.00
Commercial-Demolition				3	\$3,000.00		3	\$3,000.00
Industrial							0	\$0.00
Institutional							0	\$0.00
Duplex- Demolition				1	\$0.00		1	\$0.00
Duplex Alterations / Additions	1	\$1,000.00					0	\$0.00
Duplex New	1	\$500,000.00					0	\$0.00
Single Family New	1	\$700,000.00		2	\$880,000.00		2	\$880,000.00
Single Family Alterations	3	\$312,637.00		8	\$627,487.97		8	\$627,487.97
Single Family Additions	2	\$205,000.00		5	\$810,000.00		5	\$810,000.00
Single Family Accessory							0	\$0.00
Single Family Accessory- Demo							0	\$0.00
Single Family Demolitions	3	\$2,000.00		2	\$0.00		2	\$0.00
Multiple Family New	4	\$11,477,844.00		2	\$13,692,455.00		2	\$13,692,455.00
Multiple Family Alterations	1	\$50,000.00					0	\$0.00
Multiple Family Demolitions	3	\$3,000.00					0	\$0.00
Sign Permit	1	\$8,000.00		1	\$12,000.00		1	\$12,000.00
Miscellaneous (Chimney/Insert)	1	\$6,206.30		1	\$0.00		1	\$0.00
*Plumbing Permits	67			41			41	
<b>Total Permits Issued</b>	<b>95</b>	<b>\$14,295,187.30</b>		<b>71</b>	<b>\$17,244,942.97</b>		<b>71</b>	<b>\$17,244,942.97</b>
<b>Building Permit Fees Collected</b>		<b>\$141,668.60</b>			<b>\$165,437.70</b>			<b>\$165,437.70</b>

\* [note- number of plumbing permits issued only]

**Permits issued with a value of construction of \$250,000 and over**

**Commercial**

BP014566 - 101-505 Park Place \$650,000.00  
 BP014564 - 1010 Craigflower Rd \$250,000.00  
 BP014585 - 201-1245 Esquimalt RD \$250,000.00

**Residential SFD -ADD/ALT**

BP014527 - 469 Admirals Rd \$500,000.00  
 BP014554 - 547 Lampson St \$250,000.00

**Residential SFD - New**

BP014534 - 1340 Wood St \$440,000.00  
 BP014535 - 1342 Wood St \$440,000.00

**Residential MFD**

BP014374 - 664 Admirals Rd \$11,692,455.00  
 BP014525 - 772 Dominion Rd \$2,000,000.00



# CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

## Staff Report

File #:24-241

### PERIOD REPORT

**DATE:** May 27, 2024

Report No. ADM-24-023

**TO:** Dan Horan, Chief Administrative Officer

**FROM:** Deb Hopkins, Director of Corporate Services

**SUBJECT:** Corporate Services - 2024 First Period Report

The following is a report on the activities pertaining to the Corporate Services Department from January 1, 2024 to April 30, 2024.

#### 1. DIVISION ACHIEVEMENTS AND ACTIVITIES

##### 1. Corporate Services

- Preparation and publication of:
  - 4 Notices of First Reading, 1 Notice of Intent to Issue a Temporary Use Permit, 1 Public Notice Survey, and 1 Committee recruitment newspaper advertisements.
  - 24 Meeting Notices and associated newspaper advertisements.
  - 20 agendas and minutes for Regular, Special, and In Camera meetings of Council and Committee of the Whole, including posting on website and Municipal Hall notice board.
  - 12 late item agenda notices.
  - 8 Council meeting Action Reports and completion of all follow up correspondence and distribution to third parties.
- 11 Staff Reports or Memos written and presented to Council/COTW.
- 55 Staff Reports reviewed for agenda approval.
- 8 Public Hearing and Development Permit statutory public notices and newspaper advertisements reviewed.
- 75 resolutions voted on at Special Council, Regular Council and Committee of the Whole meetings providing staff direction (see Attachment 1).
- 7 presentations and delegations coordinated and scheduled to Committee of the Whole.
- 11 documents commissioned by staff for residents of Esquimalt.
- 7 proclamations prepared and posted to the Municipal website and Municipal Hall notice board.
- 933 mail items processed for retention and distribution.



- 14 electronic registrations at Land Title Office.
- Coordinated the flag lowering for International Holocaust Remembrance Day (Jan 28) and National Day of Remembrance of the Québec City Mosque Attack and Action Against Islamophobia (Jan 29), raising of the Franco-Columbian Flag for BC Francophonie Day (Mar 20), flag lowering for Vimy Ridge Day (April 9) and flag lowering for the Day of Mourning for Persons Killed or Inured in the Workplace (Apr 28).
- Director of Corporate Services prepared amendments to the Maintenance of Property and Nuisance Regulation Bylaw to change the permitted times for construction activities in the Township and worked with Engineering and Communications staff to conduct additional notification to interested parties and construction community.
- Facilitated the annual review of the Council Code of Conduct.
- Processed, reviewed, and filed Financial Disclosure Statements for all elected officials and municipal officers by the January 15 statutory timeline and Declarations of Related Party Transactions.
- Participated in the municipal website refresh project.
- Completed the 2024 administrative changeover including agenda management software updates.
- Conducted research for Council and staff on previous communications, resolutions, bylaws, policies, and statutory requirements.
- Initiated the annual policy review for all departments to ensure policies remain relevant and up to date.
- Amended the Management Policy M-ADM-09 Council Chambers Booking and Use which was approved by the CAO February 1, 2024.
- Revised the In Camera staff report template to align with the revisions implemented in late 2023 to the open meeting staff reports.
- All Corporate Services staff received de-escalation training from VicPD Community Resource Officers.
- Deputy Corporate Officer completed the Association of Records Managers and Administrators (ARMA) Essentials of Records and Information Management Certificate.
- Director of Corporate Services and Deputy Corporate Officer participated in corporate leadership training session.

## **2. Advisory Committees and Commissions**

- Completed two recruitment processes for appointments to the APC Design Review Committee.
- Organized and scheduled the Committee Chairs check-in with Council on April 15, 2024.
- Provided administrative support to the Local Grants Committee including preparation of the agenda and minutes.
- Completed the coordination, preparation and posting of notices, agendas, and minutes of 3 Advisory Planning Commission meetings, 3 APC Design Review Committee meeting, and 2 Environment, Parks and Recreation Advisory Committee meetings.
- Delivered presentation on respectful meeting conduct to APC and DRC meetings.
- Capital West Accessibility Advisory Committee completed two engagement surveys respecting approaches to public input, and one focused on identifying accessibility barriers.

### **3. Administrative support for Mayor & Council and CAO**

- Prepared 51 letters for Mayor and CAO [retirement/invitations/thank you/congratulations] and other Township related business.
- Coordinated registrations for 11 conferences / forums / seminars for the CAO, Mayor and Council.
- Organized and coordinated pick up or delivery of 22 new resident welcome packages.
- Liaised with various organizations on events and provided RSVPs for the CAO, Mayor and Acting Mayor.
- Hosted the Mayor's Open Door at the Municipal Hall, with 4 more planned for the year.
- Assisted with the inaugural Volunteer Recruitment Fair held April 18, 2024.

### **4. Records, Information, and Privacy Management**

- Processed 14 requests for access to records under the *Freedom of Information and Protection of Privacy Act* requiring significant departmental resources and cross-departmental coordination.
- Completed the digitization of corporate agreements, contracts, and archived staff reports, and prepared for the off-site storage of physical documents as required.
- Created annual folders for the 2024 corporate files for all departments in TabFusion.
- Prepared the 2022 and 2023 annual, eligible for destruction, physical records disposition reports for all departments.
- Completed the department records transfer to Archives procedure with the assistance of the Archives Manager.
- Completed the Corporate Services and Financial Services departments 2022 and 2023 annual disposition of records eligible for destruction.
- Reviewed and assessed the records management in all departments and identified Parks & Recreation, Public Works, Development Services and Community Safety Services as priority projects.
- Initiated records management training of the Parks & Recreation departments senior and support staff in preparation for a records project documenting all onsite paper and digital records to ensure compliance of legislation.
- Developed procedures, provided guidance, and oversaw the Parks & Recreation records transition project.
- Completed the registration of the Parks and Recreation Department's physical records backlog for off-siting and destruction processes.
- Initiated the Parks & Recreation electronic records/LAN management project anticipated to be completed in the second period of 2024.
- Reviewed the records management requirements of the Safety Management Program for the Manager of Occupational Health & Safety.
- Investigated electronic records management system options for future use, such as LANs, EDRMS and SharePoint with the Manager of IT.
- Delivered TABFusion system and off-siting of physical records training to multiple departments.

- Developed records management training and reference materials for all municipal departments.
- Prepared and distributed “Transitory Information Guide” and “Email Transitory Record Flow Chart” to all Township staff.
- Completed backlog of filing and off sited applicable departmental records in accordance with the RCRS.
- The Director of Corporate Services, Deputy Corporate Officer, and Record, Information and Privacy Coordinator commenced a robust review of the Records Classification & Retention Schedule (RCRS) to ensure that the schedule aligns with records management best practices and Township needs.

## **5. Archives**

- The Archives public reference room continues to welcome the community while a portion of the archives permanent collection is stored on the main floor of Municipal Hall.
- Focused on promoting and sharing the Archives with the community through exhibits:
  - Exhibit installed in the Municipal Hall lobby showcasing historic “Big Snows” in Esquimalt.
  - Poster exhibit created for Parks and Recreation sharing the history of “Curling in Esquimalt”.
  - A commemorate exhibit highlighting the history of “HMCS Esquimalt” created for the month of April.
  - Exhibit featuring photos, maps, and artifacts from “Fort Macaulay” created for the Municipal Hall lobby.
  - Initiated development of photo exhibit on early transportation in Esquimalt.
- Celebrated Heritage Week with a public outreach table at the Esquimalt Branch of the library February 20 - 21, 2024. Activities included “Ask an Archivist”, Showcasing our Online Collection and Heritage Week trivia and puzzle handout.
- Attended Esquimalt Volunteer Recruitment Fair April 18, 2024, to promote the Archives and shared information with residents.
- Completed an inventory of subject reference files. This community collection includes clippings, documents and photographs on many subjects related to Esquimalt.
- 32 research and image requests received.
- 4 donations of archival material accepted from the public.
- 1 municipal records transfer received.
- 5 buildings with approved demolition permits photographed.
- 338.5 volunteer hours contributed to the Archives this period.
- The Archivist collaborated with the Records, Information and Privacy Coordinator to create a detailed list of all Corporate Records classifications to be transferred to the Archives.
- Archives Trust Fund balance is \$4,146.69.
- Collaborated with Communications on social media posts to promote Heritage Week.

## **2. COMMITTEES**

The Director or Corporate Services is a member of:

- Labour Management Committee
- Capital West Accessibility Advisory Committee

The Deputy Corporate Officer is a member of:

- ARMA Vancouver Island



2024 COUNCIL RESOLUTIONS 1 <sup>st</sup> PERIOD					
Resolution No.	Meeting Type	Meeting Date	Reference	Resolution	Result
24-75	Regular Council	April 22, 2024	Email dated April 4, 2024 from BGC South Vancouver Island Re: Light up on June 7, 2024 to celebrate BGC Club Day.	That Council direct staff to light up the Archie Browning Sports Centre and Waterpark green on June 7, 2024 to celebrate BGC Club Day.	Carried Unanimously
24-74	Regular Council	April 22, 2024	Recommendations from the Committee of the Whole Meeting held April 15, 2024	1. Council Discussion with Advisory Committee Chairs "That the Committee of the Whole recommend to Council that staff be directed to produce a staff report summarizing recommendations from the Advisory Planning Committee, the APC Design Review Committee, and the Environment, Parks and Recreation Advisory Committee, to be reported at a subsequent meeting."	Carried Unanimously
24-73	Regular Council	April 22, 2024	Recommendations from the Committee of the Whole Meeting held April 15, 2024	2. Local Grants, Staff Report FIN-24-007 "That the Committee of the Whole recommend to Council that staff be directed to conduct a review of Local Grant policies of comparable municipalities in the Capital Regional District, and identify policy options with regard to funding criteria and amounts, processes used to make approval decisions, types of categories, and lengths of grants."	Carried Unanimously
24-72	Regular Council	April 22, 2024	2024 Financial Plan and Tax Rates Bylaws, Staff Report FIN-24-010	That Council approve Council Policy FIN-23 Financial Sustainability, Revenue and Tax; and that Council give first, second and third readings to Financial Plan Bylaw, 2024, No. 3137 and Tax Rates Bylaw, 2024, No. 3138 as attached to Staff Report FIN-24-010.	Carried Unanimously
24-71	Regular Council	April 22, 2024	Provincial Electric Kick Scooter Pilot Project, Staff Report No. EPW-24-010	That Council direct staff to: a) notify the Province that the Township wishes to participate in the Electric Kick Scooter Pilot Project; and b) prepare bylaw amendments to accommodate the pilot project; as described in Staff Report EPW-24-010 .	Carried Unanimously
24-70	Regular Council	April 22, 2024	Covenant Discharge - 850 Colville & 842 Carrie - Staff Report No. DEV-24-023	That Council direct staff to discharge the Section 219 covenant registered on the land title for 842 Carrie Street and 850 Colville Road.	Carried Unanimously
24-69	Regular Council	April 22, 2024	Development Permit - 884 Lampson Street - Staff Report No. DEV-24-028	That Council approve Development Permit No. DP000228 for 884 Lampson Street.	Carried Unanimously
24-68	Regular Council	April 22, 2024	Development Permit and Development Variance Permit Application – 1006 & 1008 Craigflower Road, Staff Report No. DEV-24-027	That Council approve Development Variance Permit No. DVP00139 and Development Permit No. DP000222 and instruct the Director of Development Services not to issue either permit until: 1) The two lots have been consolidated; 2) A Statutory Right of Way plan generally as illustrated in DP000222 is registered on title; and 3) The landscape deposit has been received by the Township of Esquimalt.	Carried Unanimously
24-67	Regular Council	April 8, 2024	Email dated March 26, 2024 from Patrick Slobodian Re: Request to proclaim September 21 - 27, 2024 as United Against Hate week.	WHEREAS, the Township of Esquimalt was founded on the traditional territories of the Esquimalt and Songhees Nations and settled by immigrants from around the world, we seek to protect, honour and uplift the diverse cultural traditions of every citizen, from the original inhabitants of this land, to our newest arrivals, offering good will and equal protection to all under the law, and WHEREAS, Canada enshrines the principles of equality both provincially and federally, and it is incumbent upon us to ensure that all people of our community, regardless of race, national or ethnic origin, religion, gender identity, sexual orientation, age or disability, enjoy the freedom to work, receive an education, worship and celebrate without fear, and WHEREAS, racism and all forms of bigotry yield unequal outcomes for housing, education, employment, criminal justice, and healthcare, and WHEREAS the Township's governing body of elected officials has committed to model inclusive behavior at every opportunity, as expressed in the Core Value of Equity, Diversity and Inclusiveness, and WHEREAS, public expressions of hate are on the rise throughout Canada, including hate-based taunting, bullying, verbal abuse, and intimidation, recognizing that an attack against even one individual in our community is an attack on the integrity of our whole community, and WHEREAS, by supporting education to bring evermore understanding and compassion to our	Carried Unanimously

2024 COUNCIL RESOLUTIONS 1 <sup>st</sup> PERIOD					
Resolution No.	Meeting Type	Meeting Date	Reference	Resolution	Result
				community, we promote the principle of unity in diversity. Together we are stronger. THEREFORE, be it resolved that the Mayor and Council of the Township of Esquimalt proclaim September 21-27, 2024 as “United Against Hate” week. The Township of Esquimalt stands steadfast in our commitment to create a positive culture, honour differences, and safeguard equity, inclusion and dignity for all.	
24-66	Regular Council	April 8, 2024	Email dated March 5, 2024 from the Esquimalt United Church Justice Team Re: UBCM Biodiversity Resolutions	That Council request that the Mayor write to the Premier using the letter from the District of Sooke as a template.	Carried Unanimously
24-65	Regular Council	April 8, 2024	Gorge Waterway Coastal Flood Adaptation Grant Opportunity. Staff Report No. DEV-24-021	That Council resolves that the Township of Esquimalt supports a regional application to the Union of BC Municipalities Community Emergency Preparedness Fund - Disaster Risk Reduction - Climate Adaptation Grant and supports the City of Victoria as the project lead (primary applicant) for the Gorge Waterway Coastal Flood Adaptation Strategy, which includes approval to apply for, receive, and manage the grantfunding on the Township of Esquimalt's behalf.	Carried Unanimously
24-64	Regular Council	April 8, 2024	Council Policy PER-06, Code of Conduct for Patrons and Visitors, Staff Report ADM-24-020	That Council approve Council Policy PER-06, Code of Conduct for Patrons and Visitors.	Carried Unanimously
24-63	Regular Council	April 8, 2024	Flying First Nations' Flags, Staff Report ADM-24-014	That Council direct staff to formally communicate with Esquimalt Nation and Songhees Nation seeking input and direction to permanently display the Esquimalt Nation's flag and Songhees Nation's flag at Municipal Hall.	Carried Unanimously
24-62	Regular Council	April 8, 2024	Archie Browning Sports Centre Roof Replacement Contract Award, P&R Staff Report No. P&R-24-002	That Council authorize awarding the contract for the Archie Browning Sports Centre Roof Replacement to Top Line Roofing LTD for \$269,000 (excluding GST).	Carried Unanimously
24-61	Regular Council	April 8, 2024	Wakey Wakey Memorandum, Staff Report No. FIRE-24-002	That Council endorse the annual Wakey Wakey procession in support of the Lions Club and Buccaneer Days beginning around 7:30 a.m. and lasting for approximately 90 minutes.	Carried Unanimously
24-60	Regular Council	April 8, 2024	2024 Tax Rates Discussion, Staff Report FIN-24-009	That Council direct staff to prepare the 2024 Tax Rates Bylaw based on tax rate Scenario 1 of a 7.72% increase for all property classes.	Carried Unanimously
24-59	Regular Council	April 8, 2024	Community Emergency Preparedness Fund: ESS Equipment and Training Grant Application Staff Report CSS 24-001	That Council endorse the submission of a grant application for \$17,300 to the Community Emergency Preparedness Fund - Emergency Support Services (ESS) Equipment and Training Stream, and authorize the Mayor and Corporate Officer to execute any agreements related to a successful grant application, as outlined in Staff Report No. CSS-24-001.	Carried Unanimously
24-58	Regular Council	April 8, 2024	900 Carlton 900 Esquimalt - DP and DVP - Staff Report No. DEV-24-024	That Council direct staff to prepare a report that outlines the implications of amending the OCP to apply an interim limit of 12 storeys to the residential portion of the Commercial/Commercial Mixed-Use designation until there is an OCP review conducted in 2025.	Carried Unanimously
24-57	Regular Council	April 8, 2024	900 Carlton 900 Esquimalt - DP and DVP - Staff Report No. DEV-24-024	That Council approve Development Permit No. DP000221 and Development Variance Permit No. DVP00138 and instruct the Director of Development Services not to issue either permit until the Section 219 Covenant, which will secure the amenities and the transportation demand management (TDM) measures, as described in staff report DEV-24-013, is registered on title.	Carried Councillors Boardman and Cavens Opposed.
24-56	Regular Council	April 8, 2024	Adoption of Streets and Traffic Regulation Bylaw, 2017, No. 2898, Amendment Bylaw, 2024, No. 3134, Staff Report No. ADM-24-018	That Streets and Traffic Regulation Bylaw, 2017, No. 2898, Amendment Bylaw, 2024, No. 3134 be adopted.	Carried Unanimously
24-55	Regular Council	April 8, 2024	Rezoning Application – 914 McNaughton Avenue, Staff Report No. DEV-24-025	That Zoning Bylaw, 1992, No. 2050, Amendment Bylaw, 2024, No. 3132 be adopted.	Carried Unanimously
24-54	Regular Council	April 8, 2024	Rezoning Application – 958 Wollaston Street, Staff Report No. DEV-24-012	That Zoning Bylaw, 1992, No. 2050, Amendment Bylaw, 2024, No. 3110 be adopted.	Carried Unanimously

2024 COUNCIL RESOLUTIONS 1 <sup>st</sup> PERIOD					
Resolution No.	Meeting Type	Meeting Date	Reference	Resolution	Result
24-53	Regular Council	March 18, 2024	Email from Victoria and Vancouver Island Greek Community Society (V&VIGCS) dated March 11, 2024 Re: Greek Independence Day Proclamation and Light Up.	That Council proclaim March 25, 2024 as Greek Heritage Day and that the Archie Browning Sports Centre and Waterpark be illuminated with blue & white lights	Carried Unanimously
24-52	Regular Council	March 18, 2024	Recommendations from the Committee of the Whole Meeting held March 11, 2024	4. Discussion Related to Small Scale Multi-Unit Housing Zoning Bylaw Amendments "That Committee of the Whole recommend to Council that Staff prepare Zoning Bylaw amendments incorporating the Committee's comments to accommodate the Provincial Small-Scale Multi-Unit Housing (SSMUH) legislation as required of all BC municipalities by the Housing Statutes (Residential Development) Amendment Act, 2023 (Bill 44), and that these amendments be referred to the Advisory Planning Commission and APC Design Review Committee for feedback.	Carried Unanimously
24-51	Regular Council	March 18, 2024	Recommendations from the Committee of the Whole Meeting held March 11, 2024	3. 2024-2028 Financial Plan Policies and Objectives, Staff Report FIN-24-006 "That the Committee of the Whole recommends to Council that staff be directed to include a 1% annual cumulative increase to infrastructure reserve transfers in an updated Revenue, Tax, and Financial Sustainability Policy document and prepare a separate Reserve Fund Policy for Council's approval."	Carried Unanimously
24-50	Regular Council	March 18, 2024	Recommendations from the Committee of the Whole Meeting held March 11, 2024	2. Budget 2024 Options Analysis, Staff Report No. FIN-24-005 "That the Committee of the Whole recommends to Council that staff be directed to prepare the financial plan bylaw that reflects a revenue increase of 7.72%, aligning with the priorities, initiatives and levels of service articulated by Council."	Carried Unanimously
24-49	Regular Council	March 18, 2024	Recommendations from the Committee of the Whole Meeting held March 11, 2024	1. Liquor License Application - 505 Park Place, Staff Report No. DEV-24-016 "That the Committee of the Whole recommend to Council that the application for a Liquor Primary License at 101-505 Park Place (Saxe Point Public House) be supported as the location is appropriate, this use has long been planned at this site, and the applicant has sufficiently addressed noise concerns."	Carried Unanimously
24-48	Regular Council	March 18, 2024	Speed Limit Reduction Implementation, Staff Report No. EPW-24-004	That Council: a) give first, second and third readings to the Streets and Traffic Regulation Bylaw, 2017, No. 2898, Amendment Bylaw, 2024, No. 3134; and b) direct staff to implement speed limit signage on major roads, collector roads, and gateway signage for local roads; as described in Staff Report EPW-24-004.	Carried Unanimously
24-47	Regular Council	March 18, 2024	Highrock Avenue School Zone, Staff Report No. EPW-24-009	That Council approve the implementation of Traffic Order 1349 for "School Zone" on both sides of Highrock Avenue commencing at the west boundary of Lot 35, Plan 12875 to the west boundary of Lot 6, Plan 32271 and rescind Traffic Order 971, as set out in EPW-24-009.	Carried Unanimously
24-46	Regular Council	March 18, 2024	Dunsmuir Road Residential Parking Only, Staff Report No. EPW-24-008	That Council approve the implementation of Traffic Order 1348 for "Residential Parking Only" signage to be installed on both sides of Dunsmuir Road commencing 9m east of the intersection of Dunsmuir Road and Macaulay Street and extending east to 9m west of the intersection of Dunsmuir Road and Head Street as set out in EPW-24-008.	Carried. With Mayor Desjardins Opposed
24-45	Regular Council	March 18, 2024	Fleming Street Residential Parking Only, Staff Report No. EPW-24-007	That Council approve the implementation of Traffic Order 1347 for "Residential Parking Only" signage be installed on both sides of Fleming Street commencing 9m north of the intersection of Fleming Street and Colville Road and extending north 74m on the eastside of Fleming Street and 83m on the west side of Fleming Street as set out in EPW-24-007.	Carried. With Mayor Desjardins Opposed
24-44	Regular Council	March 18, 2024	Wurtele Place Residential Parking Only, Staff Report No. EPW-24-006	That Council approve the implementation of Traffic Order 1346 for "Residential Parking Only" signage to be installed on the south side of Wurtele Place commencing 9m west of the intersection of Wurtele Place and Lampson Street and extending west to the terminus of Wurtele place, as set out in EPW-24-006.	Carried. With Mayor Desjardins Opposed
24-43	Regular Council	March 18, 2024	Bike Lane Street Sweeper - Contract Award and Snow Clearing, Staff Report No.	That Council: a) award a contract to Cubex Ltd. in the amount of \$247,015.73, excluding GST, for a bike lane street sweeper with snow blade; and	Carried Unanimously



2024 COUNCIL RESOLUTIONS 1 <sup>st</sup> PERIOD					
Resolution No.	Meeting Type	Meeting Date	Reference	Resolution	Result
			EPW-24-005	b) direct staff to update the Salting/Sanding/Snow Clearing Council Policy No. E&PW - 08 to include up to 3" of snow clearing in protected bike lanes; as described in Staff Report EPW-24-005.	
24-42	Regular Council	March 18, 2024	Development Variance Permit Application - 500 Park Place, Staff Report No. DEV-24-020	That Council approve Development Variance Permit No. DVP00144 and direct staff to register the notice on the title of the property.	Carried Unanimously
24-41	Regular Council	March 18, 2024	Grant Application - Cybersecurity Tabletop Exercise, Staff Report FIN-24-008	That Council direct staff to submit a grant application for \$7,000 to the Community Emergency Preparedness Fund - Emergency Operations Centres Equipment and Training Stream and authorize staff to execute any agreements related to a successful grant application, as outlined in Staff Report No. FIN-24-008.	Carried Unanimously
24-40	Regular Council	March 18, 2024	Housing Agreement Bylaw and Rezoning Application – 602, 608, 612 & 618 Nelson Street and 1319, 1331 & 1347 Sussex Street, Staff Report No. DEV-24-011	That Council give first, second, and third reading to Zoning Bylaw, 1992, No. 2050, Amendment Bylaw, 2024, No. 3126 as amended by reducing the park dedication from 465 square metres to 425 square metres.	Carried Unanimously
24-39	Regular Council	March 18, 2024	Housing Agreement Bylaw and Rezoning Application – 602, 608, 612 & 618 Nelson Street and 1319, 1331 & 1347 Sussex Street, Staff Report No. DEV-24-011	That Council give first, second, and third reading to Housing Agreement Bylaw, 2024, No. 3127 as amended by revising Schedule A in section 1.2 by deleting the duplicate definition of “Affordable Rent” and in section 2.4.C, by replacing the word strata with rental.	Carried Unanimously
24-38	Regular Council	March 18, 2024	Request to Postpone Consideration of Applications Related to 900 Carlton Terrace & 900 Esquimalt Road to April 8, 2024, Staff Report No. ADM-24-017	That Council further postpone consideration of the Development Permit and Development Variance Permit applications at 900 Carlton Terrace and 900 Esquimalt Road until April 8, 2024.	Carried Unanimously
24-37	Regular Council	March 18, 2024	Rezoning Application - 884 Lampson St Amendment Bylaw Adoption - Staff Report No. DEV-24-022	That Council adopt Zoning Bylaw, 1992, No. 2050, Amendment Bylaw, No. 3098 which amends Zoning Bylaw, 1992, No. 2050, by changing the zoning designation of the subject parcels illustrated within Schedule A of Amendment Bylaw No. 3098 from RS-1 [Single Family Residential], RD-3 [Two Family/Single Family Residential] and RD-1 [Two Family Residential] to CD No. 155 [Comprehensive Development District No. 155].	Carried Unanimously
24-36	Regular Council	March 4, 2024	Rise and Report from the In Camera meeting of February 26, 2024	<b>1. Advisory Planning Commission Design Review Committee Interviews &amp; Appointment, Staff Report No. ADM-24-013</b> That Council appoint Alexander Robinson, to the APC Design Review Committee for a term beginning immediately and ending December 31, 2025.	Carried Unanimously
24-35	Regular Council	March 4, 2024	Recommendations from the Special Committee of the Whole Meeting of February 27, 2024	<b>1. Policing Models Options Analysis and Way Ahead, Staff Report No. ADM-24-011</b> “That it be recommended to Council that staff be directed to continue to explore an Esquimalt Police Department with contracted out specific services similar to other regional municipal community policing models.” “That it be recommended to Council that the options of the RCMP and the full-service contract model with another municipal police service be removed from consideration in Esquimalt”.	Carried Unanimously
24-34	Regular Council	March 4, 2024	Rezoning Application – 914 McNaughton Avenue, Staff Report No. DEV-24-017	That Council give first, second, and third readings, to Zoning Bylaw, 1992, No. 2050, Amendment Bylaw, 2024, No. 3132.	Carried Unanimously.
24-33	Regular Council	March 4, 2024	Development Permit and Development Variance Permit - 900 Carlton Terrace & 900 Esquimalt Road - Staff Report No. DEV-24-013	That Council postpone the discussion on the application to the March 18, 2024 Regular Council meeting and direct staff to provide an extensive comparison study of the amenity package to similar density project amenity packages within the CRD and Metro Vancouver.	Carried Unanimously.
24-32	Regular Council	March 4, 2024	Development Permit and	That Council delay consideration of the application and ask staff to come back with a plan to	Defeated with Mayor Desjardins,



2024 COUNCIL RESOLUTIONS 1 <sup>st</sup> PERIOD					
Resolution No.	Meeting Type	Meeting Date	Reference	Resolution	Result
			<b>Development Variance Permit - 900 Carlton Terrace &amp; 900 Esquimalt Road - Staff Report No. DEV-24-013</b>	start a 2-3 month process using a charette methodology to review and/or revise the OCP and/or Zoning for the Commercial/Commercial Mixed-Use designation and C-2 zone; and clarify the community's and Council's expectations with regard to height and density; and that consideration of the DP and DVP be delayed until after this information is brought back to Council.	Councillor Armour, Councillor Boardman, and Councillor Rotchford Opposed.
24-31	Regular Council	March 4, 2024	<b>Development Application Procedures and Fees Amendment Bylaw, Staff Report No. ADM-24-016 - For Adoption</b>	That Development Application Procedures and Fees Bylaw No. 2791, 2012, Amendment Bylaw, 2024, No. 3119 be adopted.	Carried Unanimously.
24-30	Regular Council	February 26, 2024	<b>Email from Kelly Burns dated February 8, 2024 Re: Light Up for Global Porphyria Awareness Day on May 18, 2024</b>	That Council direct staff to illuminate the Archie Browning Sports Centre and Waterpark purple on May 18, 2024 for Global Porphyria Awareness Day.	Carried Unanimously.
24-29	Regular Council	February 26, 2024	<b>Recommendations from the Committee of the Whole Meeting of February 12, 2024</b>	That Council direct staff to look at further reducing the parking requirements for affordable housing units, including considering whether zero parking minimums would be appropriate, in order to incentivize the creation of affordable units in mixed projects or in dedicated affordable projects.	Carried with Councillor Morrison Opposed
24-28	Regular Council	February 26, 2024	<b>Recommendations from the Committee of the Whole Meeting of February 12, 2024</b>	<b><u>Review of the Updated Integrated Parking Management Strategy and Parking Bylaw, Staff Report No. EPW-24-003</u></b> "That Committee of the Whole recommend that Council direct staff to amend the Frequent Transit Network Area in the draft Parking Bylaw to be 400 metres from a bus route." "That Committee of the Whole recommend that Council direct staff to change the width dimension of an access door for Bicycle Parking to 1 metre in the draft Parking Bylaw." "That the Committee of the Whole recommend that Council direct staff to differentiate the cash-in-lieu for parking policy for smaller developments." "That the Committee of the Whole recommend that Council: a) direct staff to finalize the Parking Bylaw and bring it back to a future Council meeting for Council's consideration; b) endorse the Integrated Parking Management Strategy; c) direct staff to bring forward an Impact Assessment on implementing actions in the Integrated Parking Management Strategy; and d) direct staff to continue processing requests for Residential Only Parking using the current process outlined in the Township's Guide to Traffic Calming until a Permit Parking process is in place; as described in Staff Report EPW-24-003."	Carried Unanimously.
24-27	Regular Council	February 26, 2024	<b>Development Application Procedures and Fees Bylaw Amendment, Second and Third Readings, Staff Report No. DEV-24-014</b>	That Council give third reading to "Development Application Procedures and Fees Bylaw No. 2791, 2012, Amendment Bylaw, 2024, No. 3119".	Carried Unanimously.
24-26	Regular Council	February 26, 2024	<b>Development Application Procedures and Fees Bylaw Amendment, Second and Third Readings, Staff Report No. DEV-24-014</b>	That Council give second reading as amended to "Development Application Procedures and Fees Bylaw No. 2791, 2012, Amendment Bylaw, 2024, No. 3119".	Carried Unanimously.
24-25	Regular Council	February 26, 2024	<b>Development Application Procedures and Fees Bylaw Amendment, Second and Third Readings, Staff Report No. DEV-24-014</b>	That the bylaw be amended in Schedule "A" 38A. (b) ii. to replace 1 metre with 2.3 metres.	Carried with Councillor Morrison Opposed.
24-24	Regular Council	February 26, 2024	<b>Development Application Procedures and Fees Bylaw Amendment, Second and Third Readings, Staff Report</b>	That Council give second reading to "Development Application Procedures and Fees Bylaw No. 2791, 2012, Amendment Bylaw, 2024, No. 3119" as outlined in Staff Report No. DEV-24-014.	Carried Unanimously.

2024 COUNCIL RESOLUTIONS 1 <sup>st</sup> PERIOD					
Resolution No.	Meeting Type	Meeting Date	Reference	Resolution	Result
			No. DEV-24-014		
24-23	Regular Council	February 26, 2024	Proposed Amendments to Maintenance of Property and Nuisance Regulation Bylaw, Staff Report No. ADM-24-012	That Council direct staff to delay the adoption of “Maintenance of Property and Nuisance Regulation Bylaw, 2014, No. 2826, Amendment Bylaw, 2024, No. 3133” for 60 days to allow for notification to be given to construction and development companies.	Carried Unanimously.
24-22	Regular Council	February 26, 2024	Proposed Amendments to Maintenance of Property and Nuisance Regulation Bylaw, Staff Report No. ADM-24-012	That Council give three readings to "Maintenance of Property and Nuisance Regulation Bylaw, 2014, No. 2826, Amendment Bylaw, 2024, No. 3133".	Carried Unanimously.
24-21	Regular Council	February 26, 2024	Rezoning Application – 958 Wollaston Street, Staff Report No. DEV-24-008	That Council give first, second, and third reading to, Zoning Bylaw, 1992, No. 2050, Amendment Bylaw, 2022, No. 3110.	Carried Unanimously
24-20	Regular Council	February 26, 2024	Rezoning Application - 899 Esquimalt Road, Staff Report No. DEV-24-006	That Council give first, second, and third reading to Zoning Bylaw, 1992, No. 2050, Amendment Bylaw, 2024, No. 3131.	Defeated with Councillors Cavens, Morrison and Rotchford Opposed.
24-19	Regular Council	February 5, 2024	Email from Greater Victoria Harbour Authority dated February 5, 2024 Re: Letter of Support for the Transport Canada's Green Shipping Corridor funding for the Shore Power Project - Late Item	That Council approve that a letter of support be written for the Greater Victoria Harbour Authority Shore Power Project for the Green Shipping Corridor Program Clean Ports Stream application.	Carried Unanimously
24-18	Regular Council	February 5, 2024	Bylaw to amend the "Development Application Procedures and Fees Bylaw, 2012, No. 2791", Staff Report No. DEV-24-010	That Council give first, reading to “Development Application Procedures and Fees Bylaw, 2012, No. 2791, Amendment Bylaw, 2023, No. 3119”.	Carried Unanimously
24-17	Regular Council	February 5, 2024	Staffing Proposals - 2024 Draft Budget, Staff Report No. ADM-24-010	That Council direct staff to report back with the following: 1. what the budget would look like with less, including the resulting risks and impacts that would occur, 2. what the budget looked like with more included, and rationale for why staff removed or reduced their budgets resulting in the proposed 7.65% tax increase.	Carried Unanimously
24-16	Regular Council	February 5, 2024	Official Community Plan Amendment Consultation List -1005 Tillicum Road , Staff Report No. DEV-24-009	That Council, having considered Sections 475 and 476 of the Local Government Act, authorizes staff to circulate the Official Community Plan Amendment, for the parcel identified as 1005 Tillicum Road.	Carried Unanimously
24-15	Regular Council	February 5, 2024	Officers Bylaw, 2011, No. 2777, Amendment Bylaw, 2024, No. 3130 - For Adoption	That Officers Bylaw, 2011, No. 2777, Amendment Bylaw, 2024, No. 3130 be adopted.	Carried Unanimously
24-14	Regular Council	January 29, 2024	Letter from Girl Guides Re: Request for Light Up for World Thinking Day on February 22, 2024	That Council direct staff to light up the Archie Browning Sports Centre and water park blue in support of World Thinking Day: Guiding Lights Across British Columbia on February 22, 2024 and highlight our participation of this event.	Carried Unanimously
24-13	Regular Council	January 29, 2024	Recommendations from the Committee of the Whole Meeting of January 22, 2024	That the recommendations from the Committee of the Whole meeting of January 22, 2024 be ratified: <b>1. Liquor License Application - 429 Lampson Street, Staff Report No. DEV-24-003</b> “That the Committee of the Whole recommends to Council that the Liquor Control and Licensing Branch be advised that the application for	Carried Unanimously

2024 COUNCIL RESOLUTIONS 1 <sup>st</sup> PERIOD					
Resolution No.	Meeting Type	Meeting Date	Reference	Resolution	Result
				<p>a Liquor Primary License and Food Primary License at 429 Lampson Street by Aragon Hospitality Inc. is supported as this site held both licenses prior to redevelopment, the 10:00 p.m. closing time of the patio is reasonable, there is a garden and substantial hedge separating nearby residences that will help to mitigate noise concerns, and this establishment provides needed social gathering space in the community.”</p> <p><b><u>2. Referred from the December 18, 2023 Council meeting: Email dated November 29, 2023 from the Victoria Jazz Society Re: In-Kind Funding</u></b></p> <p>“That the Committee of the Whole recommend to Council that the amount of \$11,500 be allocated to the Esquimalt Farmers Market from the Local Grant budget for 2024.”</p> <p><b><u>3. Impact Assessment - Corporate Greenhouse Gas Reduction Road Map</u></b></p> <p>“That the Committee of the Whole recommends to Council that the staff impact assessment be accepted and that the Corporate Greenhouse Gas Reduction Road Map be included in the Council Priorities Plan as an active project.”</p> <p><b><u>4. Impact Assessment - Undergrounding Overhead Wires on Esquimalt Road</u></b></p> <p>“That the Committee of the Whole recommends to Council that staff be directed to discontinue pursuit of a project to underground overhead utilities on Esquimalt Road.”</p> <p><b><u>5. Annual Review of Council Code of Conduct, Staff Report No. ADM-24-002</u></b></p> <p>“That the Committee of the Whole recommends to Council that the Council Code of Conduct Policy ADMIN - 80 be amended to add the following provision to section 11: “By January 15 annually, each member of Council shall sign a copy of Policy No. ADMIN - 80 to confirm their understanding of the provisions and affirm their commitment to acting in accordance with the Council Code of Conduct.”</p>	
24-12	Regular Council	January 29, 2024	<b>Proposed Amendment to Officers Bylaw, Staff Report No. ADM-24-004</b>	That Council give three readings to Officers Bylaw, 2011, No. 2777, Amendment Bylaw, 2024, No. 3130.	Carried Unanimously
24-11	Regular Council	January 29, 2024	<b>2024 Local Grants, Staff Report No. FIN-24-002</b>	That Council: (i) allocate \$1,200 to the Crisis Intervention and Public Information Society (NEED2) for the 2024, 2025 and 2026 fiscal years; and (ii) direct staff to prepare a report for a future COTW meeting to guide discussion regarding the Township’s local grant program and process.	Carried Unanimously
24-10	Regular Council	January 29, 2024	<b>Early Budget Approvals, Staff Report No. FIN-24-003</b>	<p>That Council authorizes early budget approval in the amount of \$35,000 for a health needs assessment.</p> <p>That Council authorizes early budget approval in the amount of \$30,000 to complete the Place Branding and Marketing Plan.</p> <p>That Council authorizes early budget approval in the amount of \$61,544 for the purchase of portable pickleball nets for installation in the Archie Browning Sports Centre Curling Arena for the 2024 dry floor season.</p>	Carried Unanimously
24-09	Regular Council	January 29, 2024	<b>Community Volunteer Attraction and Recognition, Staff Report ADM-24-003</b>	<p>1. That Council repeal Council Policy No. Admin-72 Mementoes, Recognition, and Volunteer Spirit Award; and</p> <p>2. That Council approve new Council Policy No. Admin-81 – Community Volunteer Attraction and Recognition as amended with section B. (2) replaced with the following: “Recognizing all other volunteers and volunteer groups by inviting them to an annual recognition event, held at a Township facility. Staff will organize and facilitate the event, with attendance by Mayor and Council who will acknowledge and thank</p>	Carried Unanimously

2024 COUNCIL RESOLUTIONS 1 <sup>st</sup> PERIOD					
Resolution No.	Meeting Type	Meeting Date	Reference	Resolution	Result
				volunteers and volunteer groups. These events are financed through the HR and Community Relations budget.”  That Councillor Rotchford and Councillor Boardman be appointed as Council representatives for the Volunteer Attraction Committee and that their attendance alternate as availability allows.	
24-08	Regular Council	January 29, 2024	Temporary Use Permit Application – 602, 608, and 612 Nelson Street, Staff Report No. DEV-24-004	That Council approve Temporary Use Permit TUP00014 to allow the temporary uses of construction parking, construction site office, construction material storage, for the prefabrication of construction materials.	Carried Unanimously
24-07	Regular Council	January 15, 2024	Email from Todd Doherty dated December 13, 2023 Re: 988 Suicide Prevention Hotline, Municipal Poster Display	WHEREAS Canada has adopted 988, a National three-digit suicide and crisis hotline; AND WHEREAS the Esquimalt Town Council recognizes that it is a significant and important initiative to ensure critical barriers are removed to those in a crisis and seeking help; NOW THEREFORE BE IT RESOLVED THAT the Esquimalt Town Council continues to endorse the 988 crisis line initiative; and will display the 988 information poster in all Municipal buildings.	Carried with Councillor Cavens Opposed.
24-06	Regular Council	January 15, 2024	Request for Presentation Time Extension - Urban Development Institute (UDI), Staff Report No. ADM-24-001	That Council extend the presentation time to 20 minutes for the Urban Development Institute at an upcoming Committee of the Whole Meeting.	Carried Unanimously
24-05	Regular Council	January 15, 2024	Form C Authorization for Subdivision of 959 Esquimalt Road and 958 Wollaston Street, Staff Report No. DEV-24-005	That Council authorize the Corporate Officer, on behalf of the Township, to execute the Form C to grant an easement and associated covenant for the Subdivision of 959 Esquimalt Road and 958 Wollaston Street attached as Appendix "B" to staff report DEV-24-005.	Carried Unanimously
24-04	Regular Council	January 15, 2024	Regional Household Affordability and Prosperity Project (RHAP), Staff Report No. DEV-24-002	That Council support the Regional Household Affordability and Prosperity Project (RHAP) in applying for grant funding through the UBCM Complete Communities Grant to allow for the continuation of the critical work achieved in Phases 1 and 2, in collaboration with partnering municipalities in the region; and That Council endorse the City of Colwood to continue to be the primary applicant that will provide overall grant management for the project along with the Community Social Planning Council leading the project as the core Community Lead in a consulting relationship.	Carried Unanimously
24-03	Regular Council	January 15, 2024	Development Permit Application - 1072 and 1076 Colville Road, Staff Report No. DEV-24-001	That Council approve Development Permit Nos. DP000224 and DP000225 and direct staff to issue the permits and register the notices on the titles of the properties upon receipt of the landscape deposits.	Carried Unanimously
24-02	Regular Council	January 15, 2024	Housing Agreement (819, 821, and 823 Esquimalt Road) Bylaw, 2021, No. 3028, Amendment Bylaw, 2023, No. 3129 - For Adoption	That Housing Agreement (819, 821, and 823 Esquimalt Road) Bylaw, 2021, No. 3028, Amendment Bylaw, 2023, No. 3129 be adopted.	Carried Unanimously
24-01	Regular Council	January 15, 2024	Subdivision and Development Servicing Bylaw 3128, 2023 - For Adoption	That Subdivision and Development Servicing Bylaw 3128, 2023 be adopted.	Carried Unanimously.





# CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

## Staff Report

File #:24-251

### PERIOD REPORT

**DATE:** May 27, 2024

Report No. DEV-24-034

**TO:** Dan Horan, Chief Administrative Officer

**FROM:** Bill Brown, Director of Development Services

**SUBJECT:** Development Services Department - 2024 First Period Report

The following is a report on the activities pertaining to the Development Services Department from January 1, 2024 to April 30, 2024.

#### **I. DIVISION ACHIEVEMENTS AND ACTIVITIES**

##### **1. Rezoning Application / Official Community Plan Amendments**

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

- 903 Admirals Road - rezone to new 8-unit townhouse development

##### **2. Development Permit (DP) Applications**

In addition to the existing development permit applications that staff continued to process (Appendix "B"), the department received four new applications in the first period:

- 904 Admirals Road- DP for a duplex each with a suite.
- 884 Lampson Street - DP for 119-unit multi-family residential
- 533 Admirals Road - DP for Tudor Liquor Store storage extension
- 958 Wollaston St - Delegated DP for 4-unit stacked townhouses

##### **3. Development Variance Permit (DVP) Applications**

In addition to continuing to process existing DVP applications (Appendix "B"), four new DVP applications were received during the first period.

- 904 Admirals Road - for front and rear setbacks for Lot A (existing house)
- 533 Admirals Road - interior side yard setback



- 453 Admirals Road - delegated, minor front yard setback.
- 540 West Bay Terrace - delegated, below grade encroachment into eastern side yard setback.

#### **4. Board of Variance Application (BOV)**

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

#### **5. Heritage Alteration Permits (HAP)**

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

#### **6. Subdivision Applications**

In addition to continuing to process existing SUB applications (Appendix “B”), one new SUB application was received during the first period.

- 1253 Lyall Street - 2-lot subdivision

#### **7. Temporary Use Permit [TUP] Applications**

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

#### **8. Liquor Licence Applications**

In addition to continuing to process existing LIQ applications (Appendix “B”), one new LIQ application was received during the first period.

- 505 Park Place - unit 101 - Saxe Point Public House

#### **9. Legal Documents**

- 918 Old Esquimalt Road Units 1 - 5, Discharge of Covenant.
- 817 Esquimalt Road - Modification to Section 219 Covenant and Housing Agreement.
- 850 Colville Road and 842 Carrie Street - Discharge of Section 219 Covenant.

#### **10. Other Planning Projects**

- Staff prepared several staff reports for the Committee of the Whole related to the provincial Small Scale Multi Unit Housing initiative.

- Worked with the consulting team on the Integrated Parking Study.
- Worked on an Omnibus Amending Bylaw for the Zoning Bylaw, 1992, No. 2050.
- Continued to work on the Official Community Plan recalibration (January).
- Drafted design guidelines to accompany Small Scall Multi-Unit Housing zoning amendments.
- Prepared amendments to the Development Application Procedures and Fees Bylaw to delegate development variance permits for minor variances and development permits for up to 6-residential units to the Director of Development Services. Adopted by Council on March 4, 2024

## **11. Consultation**

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

## **12. Sustainability**

- Corporate Greenhouse Gas Reduction Roadmap to develop a concrete action plan to reduce corporate greenhouse gas emissions by 45% from 2010 levels by 2030 presented to COTW and included in Council Priorities Plan.
- Attended the Building Benchmark BC partner meeting.
- Internal Climate Action Working Group met three times. Development services staff repaired agenda and minutes for the meetings.
- Staff continue to work with the CRD Climate Action Inter-Municipal Working Group.
- Staff began working on Terms of Reference for the Corporate Greenhouse Gas Reduction Road Map project.
- Staff completed the Federation of Canadian Municipalities (FCM) Green Municipal Fund (GMF) for a Greenhouse Gas Reduction Pathway Feasibility Study Grant pre-application and were granted preliminary approval and an invite to complete a full application.
- Met with BC Hydro Account Manager to explore retrofit grant opportunities.
- Attended the inaugural Community Energy Association and the Province of BC's Climate Action Secretariat's Resilience Peer Network meeting.
- Worked with City of Victoria and greater Victoria staff on a Union of BC Municipalities Community Emergency Preparedness Fund - Disaster Risk Reduction - Climate Adaptation grant application for a 'Gorge Waterway Coastal Flood Adaptation Initiative' grant application.
- Wrote a staff report requesting a Council resolution to support the Township's inclusion in the Gorge Waterway Coastal Flood Adaptation Initiative grant application with the City of Victoria.
- Met with CRD staff, and Parks and Recreation staff to plan for Esquimalt's role in the 'CRD Regional Public EV Charger' project.
- Attended the CRD led 'Energy and Carbon Emissions Reporting: Commercial Buildings' focus

group sessions.

- Attended the CRD 'Extreme Heat Data & Information Portal Workshop'
- Attended and invited Parks staff to the initial CRD '2 Billion Trees Partner Meeting' to discuss a grant initiative.

### 13. Geographic Information System (GIS)

- Provided digital data to the Integrated Cadastral Information Society.
- Created and updated online maps and specific thematic maps for staff.
- Provided mapping services to other departments as requested.
- Enhanced routine data maintenance tasks with scripting.
- Processed LiDAR data to create high vegetation canopy coverage map and 3D building map.
- Processed census data in 2021 to GIS format to be integrated in GIS maps.
- Created a GIS Open Data Portal for the public to explore and download GIS datasets. This was presented to the Committee of the Whole on March 11, 2024.
- Made several census maps and census dashboards.
- Made several SSMUH maps, climate change dashboards, and ArcGIS Urban 3D models.

### 14. Other

- Reviewed numerous Building Permit applications for compliance with development permits and zoning regulations.
- Assisted with updating and relaunching the website.
- Reviewed Business Licence Applications for Zoning Compliance.
- Responded to property information requests.
- Processed 18 Freedom of Information requests for building plans.
- Met with the Urban Development Institute liaison committee.
- Attended meeting of the Regional Planning Directors.
- Attended the Regional Housing Affordability and Prosperity community of practice's tenant assistance policy round table.
- Wrote a Terms of Reference for the Health Needs Assessment.
- Staff took part in the Day of Mourning ceremony in Memorial Park.
- Co-authored an article in Plan Canada on earthquake risk.
- Participated in a national webinar hosted by the Canadian Institute of Planners on Planning for Earthquake Risk.

### 15. Training

Staff attended the following training sessions:

- Staff attended several webinars relating to Small-scale, Multi-unit Housing.
- Staff attended online workshops, including: 8 80 Cities with Gil Penalosa, Local Government Climate Action Program (LGCAP) Corporate Reporting Webinar  
<<https://www2.gov.bc.ca/gov/content/environment/climate-change/local-governments/local->

, the [RUSH Initiative <https://whatstherush.ca/>](https://whatstherush.ca/), FCM Green Municipal Fund - Make your sustainability project stand out with 'multi-solving', and 'FCM Green Municipal Fund - Accelerate your community's net-zero transformation <<https://greenmunicipalfund.ca/resources/webinar-recording-accelerate-your-communitys-net-zero-transformation-new-gmf-funding?>>

## 16. Statistics

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

## II. COMMITTEES

### Advisory Planning Commission:

- The Advisory Planning Commission met three times in the first period and reviewed five applications and considered the Small-Scale Multi-Unit Housing staff report.

### Design Review Committee:

- The Design Review Committee met three times in the first period and reviewed two applications and considered the Small-Scale Multi-Unit Housing staff report.

### Board of Variance:

- The Board of Variance did not meet during the first period.

Project Address	Application Type	Number of Rental Units	Number of Owner Units	Number of Institutional Units	Total Number of Units	Number of Affordable Units Within the Total	Housing Type
<b>622 Admirals Road - Esquimalt Legion</b>	Completed July 14, 2023	95	38	48	181	0	Apartment Seniors
<b>687 Admirals Road</b>	Complete (Oct. 26, 2022)	48	0	0	48	0	Apartment
<b>838- 842 Admirals Road</b>	Complete (Jan. 2021)	28	0	0	28	0	Apartment
<b>903 Admirals</b>	Rezoning	0	8	0	8	0	Townhouse
<b>904 Admirals Road</b>	Development Permit	2	2	0	4	0	Duplex with Suites
<b>664 Admirals Road</b>	Building Permit	83	0	0	83	6	Apartment
<b>1211 Carlisle Avenue (14-lot consolidation)</b>	Development Permit	198	0	0	198	TBD	Apartment
<b>1223 Carlisle Avenue</b>	Rezoning	0	22	0	22	0	Apartment
<b>900 Carlton Terrace/900 Esquimalt Road</b>	Development Permit and Development Variance Permit	96	176	0	272	TBD	Apartment
<b>878 Colville Road</b>	Rezoning	0	6	0	6	0	Townhouse
<b>937 Colville Road</b>	Complete (Dec 16, 2021)	0	6	0	6	0	Townhouse
<b>955 Colville Road</b>	Complete (Apr 17, 2021)	0	10	0	10	0	Townhouse
<b>612 Constance Avenue</b>	Building Permit	129	0	0	129	8	Apartment
<b>638 Constance</b>	Complete (Feb 23, 2020)	71	0	0	71	7	Apartment
<b>812 Craigflower</b>	Building Permit	0	10	0	10	0	
<b>1006 + 1010 Craigflower</b>	Development Permit/ Development Variance Permit	134	0	0	134	TBD	Apartment
<b>632 (formerly 636) Drake Ave</b>	Completed (units 4 + 5 March 20, 2023) (units 6 + 7 March	0	7	0	7	0	Townhouse



Project Address	Application Type	Number of Rental Units	Number of Owner Units	Number of Institutional Units	Total Number of Units	Number of Affordable Units Within the Total	Housing Type
	31, 2023) (Units 1,2, + 3 June 5, 2023)						
<b>820 Dunsmuir Road</b>	Building Permit	0	7	0	7	0	Townhouse
<b>835 Dunsmuir Road</b>	Complete (Nov. 18, 2020)	0	32	0	32	0	Apartment
<b>876 Dunsmuir Road</b>	Completed October 20, 2023	0	4	0	4	0	Townhouse
<b>1235 Esquimalt Road - Esquimalt Town Square</b>	Complete (Bld A July 27, 2020; Bld B Nov 9, 2020; Bld C Sept 1, 2021; Bld D March 23, 2021)	34	68	0	102	0	Apartment
<b>817 Esquimalt Road</b>	Development Permit	104	0	0	104	TBD	Apartment
<b>820 Esquimalt Road</b>	Building Permit	135	0	0	135	0	Apartment
<b>852 (formerly 856/858) Esquimalt Road</b>	Building Permit (May 4, 2023)	198	0	0	198	0	Apartment
<b>861/865 Esquimalt Road</b>	Rezoning	0	59	0	59	TBD	Apartment
<b>899 Esquimalt Road - Pacific House</b>	Building Permit	0	66	0	66	0	Apartment
<b>1100-1108 Esquimalt Road and 610, 612, and 618 Lampson Street</b>	Building Permit	0	89	0	89	0	Apartment/ Townhouse
<b>615 Fernhill Road</b>	Complete (Nov 3, 2021)	0	10	0	10	0	Townhouse
<b>874 Fleming Street (net 60)</b>	Building Permit	137	0	0	137	137	Apartment
<b>880 Fleming Street</b>	Development Permit	42	3		45	24	Apartment
<b>614 Grenville</b>	Rezoning	0	132	0	132	TBD	123 Condo Apartments and 9 Townhouses

Project Address	Application Type	Number of Rental Units	Number of Owner Units	Number of Institutional Units	Total Number of Units	Number of Affordable Units Within the Total	Housing Type
<b>474 Head Street - Triangle Lands</b>	Complete (Nov 14, 2022)	0	73	0	73	0	Apartment
<b>460 to 464 Head Street - West Bay Quay</b>	Development Permit	0	12	0	12	0	Apartment
<b>485 Joffre Street South</b>	Building Permit	6	0	0	6	0	Stacked Townhouse
<b>861 Kindersley Road</b>	Rezoning	0	5	0	5	0	Townhouse
<b>429 Lampson Street - English Inn</b>	Building Permit	0	227	0	227	0	Apartment/Townhouse
<b>756/758 Lampson Street</b>	Rezoning	0	11		11		Townhouse
<b>851 Lampson</b>	Completed March 8, 2024	0	4	0	4	0	Townhouse
<b>884 Lampson Street</b>	Development Permit	0	119	0	119	0	Apartment
<b>914 McNaughton Ave</b>	Development Permit	0	4	0	4	0	
<b>906 Old Esquimalt Road</b>	Development Permit	0	5	0	5	0	Townhouse
<b>1338 to 1350 Saunders St</b>	Building Permit	72	0	0	72	6	Apartment
<b>602, 608, &amp; 612 Nelson &amp; 1319/1331/1347 Sussex Street</b>	Rezoning	314	0	0	314	TBD	Apartment
<b>734 Sea Terrace</b>	Rezoning	17	0	0	17	TBD	Apartment
<b>815 &amp; 825 Selkirk Avenue</b>	Development Permit	0	46	0	46	0	Apartment
<b>1052 Tillicum Road</b>	Complete April 9, 2020	0	5	0	5	0	Townhouse
<b>1048 &amp; 1050 Tillicum Road</b>	Completed April 13, 2023	0	5	0	5	0	Townhouse
<b>1075 Tillicum Road</b>	Building Permit	0	99	0	99	0	Apartment
<b>540 West Bay Terrace</b>	Completed March 27, 2024	105	0	0	105	0	Apartment
<b>958 Wollaston</b>	Development Permit	0	4	0	4	0	Townhouse

Project Address	Application Type	Number of Rental Units	Number of Owner Units	Number of Institutional Units	Total Number of Units	Number of Affordable Units Within the Total	Housing Type
<b>Total:</b>		<b>2050 (60 %)</b>	<b>1334 (39 %)</b>	<b>48 (1 %)</b>	<b>3432 (100%)</b>	<b>188 (6 % of total)</b>	

Table 1 Number of dwelling units proposed as per active rezoning, development permit, and building permit applications in process on June 19, 2023

Application Type	Number of Rental Units	Number of Owner Units	Number of Institutional Units	Total Number of Units
<b>Rezoning</b>	331	243	0	574
<b>Subdivision</b>	0	0	0	0
<b>Development Permit</b>	578	458	0	1036
<b>Building Permit</b>	760	409	0	1169
<b>Completed (from January 2020)</b>	381	224	48	653
<b>Total</b>	2050	1334	48	3432

Table 2 Number of Units by Application Type

**APPENDIX B**

**Ongoing Application Status as of April 30, 2024**

<b>Address</b>	<b>Type of Application</b>	<b>Description</b>	<b>Status</b>
<b>REZONING APPLICATION</b>			
734 Sea Terrace	Rezoning	To amend the zoning to permit 17 multifamily units.	Public Hearing and 3 <sup>rd</sup> Reading given at September 11, 2023 Council. Waiting on applicant for registration of S.219 covenant.
614-618 Grenville Avenue	Rezoning	To amend the zoning to permit 132 multifamily units.	Application received
1005 Tillicum	Rezoning & OCP amendment	To amend zoning to allow 34 unit multi-family residential and amend the OCP from townhouse to multi-family land	Application received.
903 Admirals	Rezoning	To amend the zoning to allow for 8 townhouse units	Application received.
<b>DEVELOPMENT PERMIT</b>			

<b>Address</b>	<b>Type of Application</b>	<b>Description</b>	<b>Status</b>
815/825 Selkirk Ave	Development Permit	46-unit, 5-storey condominium	Waiting for revised drawings
884 Lampson St	Development Permit	119-unit, 6-storey rental apartment building	Approved April 22, 2024
900 Esquimalt Rd / 900 Carlton Terrace	Development Permit	272-unit rental/strata apartment building	DP approved April 8, 2024
533 Admirals	Development Permit	To allow for the addition of a storage area to an existing commercial liquor store.	Application received, DRC scheduled.

### DEVELOPMENT VARIANCE PERMIT

900 Esquimalt Rd / 900 Carlton Terrace	Development Variance Permit	272-unit rental/strata apartment building	DVP approved April 8, 2024
904 Admirals Road	Development Variance Permit	Two lot subdivision, variance for front and rear setbacks of existing house due to changing orientation of frontage.	Development Variance Permit approved.
533 Admirals	Development Variance Permit	To allow for the addition of a storage area to an existing commercial liquor store. Variance to the interior side setback.	Application received, APC scheduled.

### BOARD OF VARIANCE

Address	Type of Application	Description	Status

### HERITAGE ALTERATION PERMIT

429 Lampson Street (Rosemead House)	Heritage Alteration Permit	Proposed changes to windows and addition to terrace on east elevation.	Reviewed by the Design Review Committee on December 11, 2019. Waiting for revised plans.
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### SUBDIVISION APPLICATION



615 Bryden Court	Subdivision	Subdivision Application to create 2 lots.	In process
904 Admirals Road	Subdivision	Create two lots	Subdivision approved.
958Wollaston and 959 Esquimalt Road	Subdivision	Adjust lot lines	Subdivision approved



# CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

## Staff Report

File #:24-252

### PERIOD REPORT

**DATE:** May 27, 2024

Report No. EPW-24-011

**TO:** Dan Horan, Chief Administrative Officer

**FROM:** Joel Clary, Director of Engineering & Public Works

**SUBJECT:** Engineering & Public Works Departments - 2024 First Period Report

The following is a report on the activities pertaining to the Engineering & Public Works Departments from January 1, 2024 to April 30, 2024.

#### **I. DIVISION ACHIEVEMENTS AND ACTIVITIES**

##### **1. Sanitary Sewer**

- 2 new service laterals installed this period (2 total for the year).
- 8 service laterals replaced (due to blockages) this period (8 total for the year).
- Test and clear inspections as and when required.
- 0 new manhole installed this period (0 total for the year).

##### **2. Pump Stations**

- Crews have been carrying out routine maintenance activities.
- Annual pump maintenance/controls inspections to be completed in the second period of 2024.
- Program also includes coordinating similar activities for View Royal pump stations.
- No overflow events to report in the first period.

##### **3. Storm Drains**

- 2 new service laterals installed this period (2 total for the year).
- 7 service laterals replaced (due to blockages) this period (7 total for the year).
- Test and clear inspections as and when required.
- 1 new manhole installed this period (1 total for the year).
- 0 catch basins replaced this period (0 total for the year).
- Program for catch basin cleaning expected in the third period.

##### **4. Liquid Waste Management Plan**

- Participated on the Esquimalt Liaison Committee, with a meeting in February. CRD

continues to receive and investigate odour complaints.

- Participated in initial discussions with the CRD led Core Area Liquid Waste Management Plan Technical Working Group to review an update to the Core Area Liquid Waste Management Plan in 2022. Minimal discussions in 2023. Working group were provided an update in March regarding planned updates to the I&I section of the Plan.
- CRD initiated a Technical and Community Advisory Committee (TCAC) to assist the CRD Core Area Liquid Waste Management Committee (CALWMC) in making appropriate recommendations to the CRD Board in the areas of:
  - Inflow and infiltration (I&I)
  - Sanitary sewer overflows
  - Biosolids management and beneficial use
- Staff are participating on the TCAC and attended 3 meetings in the first period of 2024. TCAC recommendations were submitted.

## **5. Roads**

- Snow & Ice Control Programs carried out in first period as required (1 event occurred in January).
- Pothole repairs being carried out as required.
- Painting of curbs, driveway tips, crosswalks and stop bars expected in the second period.
- Centre line painting on roads expected in the second period.
- Mill and pave to accommodate thermoplastic to refresh crosswalks will continue in the second period.
- Major repair/minor capital works to begin in the second period with several locations requiring repairs via asphalt removal and replacement.
- Approximately 163.60 tonnes of asphalt placed for the period (163.60 tonnes total for the year).

## **6. Traffic Management**

- Traffic orders and sign installation is ongoing.
- Replaced faulty Malfunction Management Unit (MMU) at Tillicum and Craigflower.
- Reviewing 2024 traffic signal maintenance program.
- Procured new locks for all of existing signal/electrical cabinets.

## **7. Sidewalk Maintenance**

- Carried out surface restoration for third parties.
- Approximately 53.2 cubic meters of concrete (includes curb and gutter and sidewalk panels) was placed (53.2 cubic meters total for the year).
- Approximately 299.6 linear meters was replaced for the period (299.6 linear meters total for the year).

## **8. Sidewalk Ramps**

- Accessibility improvements completed in first period of 2024 near entrance to the Rec Centre using materials identified by Parks and Engineering staff as favourable to adjacent trees.

## 9. Trip Hazards

- As per Council Policy PLAN-17 Sidewalk Maintenance, trip hazard inspection survey continues. Establishing new baseline and review areas while maintaining 3-year cycles.
- Work completed:
  - 0 - No. 1 trip hazards completed this period.
  - 0 - No. 2 trip hazards completed this period.
  - 0 - No. 3 trip hazards completed this period.

## 10. Bus Shelters

- Normal maintenance schedule is ongoing, including:
  - refuse collection, graffiti removal.
  - Staff are exploring more efficient ways to increase our service levels for bus stop maintenance including pressure washing.

## 11. Solid Waste Management

### *Garbage and Kitchen Scraps Collection*

- Operations normal.
- Number of additional garbage and organics bins purchased to the end of period = 19 (total additional bins purchased since 2014 = 518).
- Tonnage of garbage waste stream collected for period = 344.65 (total for the year = 344.65).
- Tonnage of kitchen scraps stream collected for period = 173.22 (total for the year = 173.22).
- Tonnage for garbage and kitchen scraps streams for the year = 517.87 (total for same period 2023 = 499.23).
- Processing of system for kitchen scraps will continue out of region with an increased cost accounted for in the budget. No direction received on possibility of mixing kitchen scraps and yard/garden streams.
- Garbage bins from initial 2014 program rollout are failing. Purchase of new waste bins to occur in second/third periods of 2024.

### *Yard and Garden*

- Usage of transfer station during period: January to April, 2024:
  - Esquimalt residents = 3,953 (3,953 total for the year).
  - View Royal residents = 3,192 (3,192 total for the year).
  - Commercial = 14 (14 total for the year).
  - Tonnage removed from site = 539.25 (539.25 total for the year).
  - Tonnage removed in 2023 first period = 461.18 (total for 2023 = 1,928.44).

### *Recycling*

- Operations normal for first period.
- Staff preparing a new contract for tender in 2024 for municipal facilities.

## 12. Fleet

- Operations normal.
- Continue to monitor options for electric units as the fleet is replaced. Staff have been working with a consultant to identify electric options and recommended year of replacement with electric based on current market and projected trends. Update to Council expected in the second period of 2024. Information will be used to develop a plan for charging infrastructure at the Public Works Yard.
- Specifications preparation underway with tender release expected in second period of 2024:
  - Street sweeper
  - Garbage Trucks x 2
  - EV Fleet Plan (Chargers)
- Exploring options, including lighter duty or used vehicles, for a Garbage Packer (Curbster)
- Vehicles being delayed to extend useful life:
  - ¾ ton truck
  - Sewer van
  - Crane truck (repairs required in 2024 to extend life)
- Vehicles in progress:
  - Bike lane street sweeper purchased and awaiting delivery
  - Electric ½ ton pick up truck purchased and awaiting delivery

## 13. Work Orders

- Work orders for call outs and/or repairs at View Royal pump stations for the period = 9 (total for the year = 9)
- Work orders issued for asphalt/sidewalk repairs following work by other utilities for the period = 22 (total for the year = 22).
- Work orders issued for new sanitary and storm services to accommodate new development in the period = 6 (total for the year = 6).
- Work orders issued for new curb/gutter/sidewalk in preparation for new development in the period = 5 (total for the year = 5)
- Work orders issued to cap sanitary and storm services in preparation for new development in the period = 6 (total for the year = 6).

## 15.00. Capital Projects

### 15.01. Annual Traffic Counts

- Bi-annual traffic counts expected in third period of 2024.

### 15.02. Review of SCADA Upgrade System

- A formal agreement to continue to use CRD's SCADA system for sanitary pump stations is expected in 2024. No change to the existing operations are expected from this



agreement.

#### **15.03. Review of Public Works Fuel Tanks**

- Review of tanks determined that tanks have a single wall and are not in compliance with today's standards. They are approximately 22 years old.
- There have been significant issues with the cardlock system not functioning.
- Procurement for supply and installation of above ground fuel tank expected to be issued in second period of 2024.

#### **15.04. Coastal Infrastructure Management**

- Due to staffing, work on this project has been on hold.
- Staff will hire a consultant in 2024 to begin assessing the condition of structures, pending staff availability.

#### **15.05. Westbay Walkway Design**

- The wooden railings on the walkway do not meet current standards.
- The wooden structure is also showing its age and requires increased maintenance.
- Parks and Engineering will be working jointly on determining a scope of work for either an upgrade of the current structure or replacement of the walkway structure.
- Minor repairs expected in the second period of 2024.
- Consultant to be retained in the second period of 2024 to complete a structure assessment of the walkway.

#### **15.06. Parking Study**

- Joint project between Development and Engineering to look at the various aspects of parking both on street and off street.
- Consultant awarded the contract on May 2, 2022.
- First round of engagement completed in the second period with 537 responses to the online survey and 10 key stakeholder interviews.
- Emerging recommendations presented to Council in the second period.
- Second round of engagement occurred in third period of 2022.
- Updated materials presented to Council in the second period of 2023.
- Further engagement completed in the third period with an update to Council completed in the first period of 2024.
- Staff and consultant are working on an Action Plan and Impact Assessment to implement the Parking Management Strategy. Update to Council expected in the second period of 2024.

#### **15.07. Integrated Resource Management Business Case Development**

- Staff provided a report and associated information for Council's consideration of next steps in September 2023. Council directed staff to explore biochar testing and confirm funding availability from CRD.
- CRD confirmed \$50,000 of funding is available to Esquimalt for this project.
- Staff are exploring options for biochar testing with an update to Council expected late summer 2024.

#### **15.08. Municipal Hall Roof Replacement**

- Flynn Canada was hired in the first period of 2023 to replace the remaining lower portions of roof. Construction began on the lower roof portions in third period of 2023. Lower roof portions completed in first period of 2024.
- Tender issued in the first period of 2024 for the upper roof replacement, Contract Award expected in the second period.

#### **15.09. Street Light Replacement Program**

- Staff are working with a consultant to calculate required lighting levels.
- Staff are working to develop a list of HPS lights that will be replaced with LED lights in 2024.
- Replacement will take place in second and third periods of 2024.
- Staff worked with the supplier to replace 102 failed LED lights under warranty. 53 replacements occurred in the first period of 2024. Staff will complete another Township wide review in the second period to determine if any further lights need to be replaced.

#### **15.10. Decorative Street Light Pole Replacement**

- Decorative poles in median islands on Esquimalt Road were at the end of life and were replaced with new poles in the first period of 2023. Remaining electrical issues to be addressed in second period of 2024.

#### **15.11. Banners**

- A staff working group led by Economic Development and Recreation staff are developing a new banner program.
- New program will follow the Public Art Plan process.
- Program update expected at end of second period with new banners planned for late 2024.

#### **15.12. Road Corridor Program**

- Contractor hired in the second period of 2021 for completing the remaining inspections of the storm and sanitary collection systems through CCTV camera inspections.
- Access issues resulted in contractor delay but completion was reached in the first period of 2024.
- Inspection results to be used in Sanitary and Storm Sewer Asset Management Plans.

#### **15.13. Active Transportation Network Plan Implementation**

- Pedestrian Facilities:
  - Construction continues on Munro Street to fill in gaps on both north and south sides of the street between Lampson and Fraser. Munro and Plaskett intersection is complete with work continuing to the east in the second period of 2024.
  - Staff have developed concepts for completing the sidewalk connections between Lyall and Munro (ATNP Action 1D) on Swinford Street, Heald Avenue and Kinver Street. Staff will continue to refine concepts and retain a

- consultant to tender the work in 2024.
- In 2022, a new sidewalk on Constance Avenue from Lyall Street south to the path that connects to Admirals Road was designed and tendered. Due to pricing, construction was not awarded. To make Constance Avenue more pedestrian friendly, staff will complete a traffic calming concept for Constance Avenue, with installation expected in the third period of 2024.
- In coordination with the proposed sidewalk as part of 820 Dunsmuir Street frontage works, staff will reconstruct the northeast and northwest corners of Wollaston and Dunsmuir and establish a new pedestrian crossing across Dunsmuir. Due to tree conflicts, the majority of the asphalt sidewalk replacement has been removed from Wollaston to Esquimalt Road. Surface improvements will be made in lieu.
- Cycling Facilities:
  - Protected bike lanes on Tillicum from Gorge Bridge to Craigflower and on Lampson from Craigflower to Esquimalt Road are substantially complete. Minor deficiencies will be addressed in the second period of 2024.
  - Concept complete for Esquimalt Road Phase 1 - Lampson to Dominion - Active Transportation Improvements. Staff will hire a consultant to begin design and engagement in the second period of 2024, with construction expected to start late 2024 and continue into 2025.
  - Concept development underway for Esquimalt Road Phase 2 - Lampson to Canteen - Active Transportation Improvements. Engagement and design refinement to continue throughout 2024, including check-ins with Council. Staff planning to utilize the same consultant for Phase 1 and Phase 2 to streamline the engagement/design process. Construction expected in 2025.
- Complete Street, Complete Intersections:
  - Esquimalt and Dunsmuir Intersection Review (ATNP Action 3B): Staff will include this intersection review with Esquimalt Road Phase 1 - Active Transportation Improvements.
  - Craigflower Crossing Improvements (ATNP Action 3C): Staff to retain a consultant in 2024 to review/design all existing crosswalks along Craigflower. Pedestrian activation to be included for all crossings. Implementation planned for 2025.
  - Devonshire/Fairview (ATNP Action 3D) - Staff performed manual traffic counts in 2023. Staff to complete 4-way stop warrant in 2025.
  - Esquimalt/Fernhill Intersection Review (ATNP Action 3E): Staff will include this intersection review with Esquimalt Road Phase 2 - Active Transportation Improvements.
  - Conduct Minor Intersection Reviews (ATNP Action 3F): Staff to continue to utilize the annual traffic calming budget to identify/implement temporary and permanent improvements in 2024.
  - Esquimalt/Head Intersection Review (ATNP Action 3H): Staff will include this intersection review with Esquimalt Road Phase 1 - Active Transportation Improvements.

- Fraser Street / Munro Street / Bewdley Street Intersection Review (ATNP Action 3I): Temporary improvements (planters, flexible bollards, pavement markings) were installed to traffic calm/reduce pedestrian crossing distances at this intersection using annual traffic calming budget. Engineering will work with Parks to complete street mural in 2024.
  - Esquimalt/Admirals Intersection Review (ATNP Action 3J): Staff will include this intersection review with Esquimalt Road Phase 2 - Active Transportation Improvements.
  - Dominion/Ellery/Powderly Crosswalk: Staff continue to work with the City of Victoria to establish a crosswalk across our border. Conceptual design is complete and will be handed over to the City of Victoria for sign off. Construction planned for 2024/2025.
- Lower Speeds (ATNP Action 3M):
    - In the first period of 2024, Council approved bylaw changes, reducing speeds on Major Roads to 40km/hr, and all other roads to 30km/hr.
    - Staff have finalized sign locations and expect to start implementation of the new speed limits in the second period of 2024.

#### **15.14. ETAG (Esquimalt Together Against Graffiti)**

- Public Works/Parks Departments continue to carry out work on the public realm as required.
- Due to staff shortages, a call for volunteers has not been initiated.
- In the second half of 2024, staff are planning to work with VicPD to recruit ETAG volunteers.

#### **15.15. Sewer and Drain Capital / I&I**

- Sidewalk restoration on Lampson Street north of E&N completed in the first period of 2024, following a storm main replacement in 2023.
- Separation of combined manhole at Uganda expected to occur in late 2024.
- Remaining repairs in Gosper Crescent neighbourhood expected in second and third periods of 2024 to replace 252m of sewer and drain mains causing minor contamination at Gorge Creek outfall.
- Inspection of the Uganda Sewer Pump Station identified a need to replace aging pumps. Staff are working to obtain pricing and design for necessary upgrade.
- Additional main replacements/upgrades expected to be finalized as part of the Sewer Asset Management Plan. Priority is expected to be given to a sewer main on Head Street that's nearing capacity.
- Consultant to be retained in second period to complete detailed designs for Gosper Crescent, Uganda Pump Station, and expected main replacement on Head Street. Construction expected in the second and third periods of 2024.

#### **15.16. Sewer Asset Management Plan**

- This project is to develop an overall asset management plan for the sewer network that

identifies long term funding requirements in order to maintain current levels of service.

- Consultant completed pump station inspections and preliminary sewer modelling in the third period of 2023. Final Asset Management Plan expected in early summer 2024.

#### **15.17. Storm Asset Management Plan**

- This project is to develop an overall asset management plan for the storm sewer network that identifies long term funding requirements in order to maintain current levels of service. Consultant expected to be retained in the second period of 2024, with completion expected in summer 2025.

#### **15.18. Facilities Asset Management Plan**

- This project is to develop an overall asset management plan for municipal facilities. Consultant expected to be retained in the second period of 2024, with completion expected in early 2025.

#### **16.0 Traffic Orders**

- Number of Traffic Orders issued this period = 4 (total for the year = 4).

#### **17.0. Development Applications**

- Number of development applications for Engineering comments this period = 6 (total for the year = 6). This number includes rezoning and subdivision applications.
- Number of building permit applications for Engineering comments this period = 29 (total for the year = 29). This number includes demo permits.

#### **18.0. Public Works Calls For Service**

- Number of Calls for Service assigned to Public Works this period = 261 (total for the year = 261).
- Number of Calls for Service completed by Public Works this period = 248 (total for the year = 248).

## **II. COMMITTEES**

- No Engineering staff is appointed to sit on any Council appointed committees.





# CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

## Staff Report

File #:24-242

### PERIOD REPORT

**DATE:** May 27, 2024

Report No. FIN-24-012

**TO:** Dan Horan, Chief Administrative Officer

**FROM:** Ian Irvine, Director of Financial Services

**SUBJECT:** Financial Services and IT Departments - 2024 First Period Report

The following is a report on the activities pertaining to the Financial Services and IT Departments from January 1, 2024 to April 30, 2024.

#### **I. DIVISION ACHIEVEMENTS AND ACTIVITIES**

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

- Executed the various components of the financial plan and tax rate process utilizing an amended timeline and meeting schedule. This involved: (i) the provision of presentations including a budget overview, summary of fiscal challenges and the key components of the policies and objectives document; (ii) drafting the financial plan based on departmental submissions, senior staff discussions, and Council deliberations; and (iii) development of tax rate scenarios and their impact based on the various discussions and Council direction.
- Prepared year end reconciliations and draft financial statements for the Township's auditors to facilitate their audit review and testing procedures.
- Performed a review of the existing approval of senior management and CAO expenses. Implemented a new review process which includes periodic reporting to Council with summary information and any potential concerns.
- Reviewed financial information and the proposed annual budget related to the library strata building in preparation for the annual general meeting.
- Worked with the property owner and purchaser involved in the 2023 tax sale to facilitate the property redemption. This involved communication with the Land Title office as well as calculating and issuing the required payment amount due to the purchaser.

##### **2. Risk Management**

- The Township's property insurance coverage was renewed for a one-year term with AON. The Township is currently having discussions with the Municipal Insurance Association (MIA) about the possibility of consolidating property insurance with its existing liability coverage. It is expected that a coverage package will be received by the Township, including proposed

premiums, and a determination will be made regarding future coverage.

- Attended the annual Municipal Insurance Association conference. In addition to sharing information and experiences with other municipal risk managers, the conference agenda offered various presentations and panel discussions about relevant risk management topics and mitigation strategies.

### **3. Information Technology**

- Fully implemented a Managed Detection and Response (MDR) System which ensures that the Township's network is now being continuously monitored for any suspicious activities.
- Completed Windows 11 Project which consisted of upgrading all laptops and desktops with the only exception being the mobile data terminals utilized by the fire department.
- Completed the replacement of the uninterruptable power supply at the Recreation Centre. This upgraded infrastructure will improve the connection between the Recreation Center and Municipal Hall.
- Coordinated the completion of a National Institute of Standards and Technology (NIST) by a third party consultant. This project involved the assessment of the Township's potential cybersecurity risks. A final report was delivered which identified gaps as well as a roadmap of remediation activities and the estimated costs and efforts associated with the work.
- Department staff successfully closed a total of 516 internal staff support calls during the period. While this figure represents a 29% increase over the previous reporting period, a percentage of this increase is the result of the automated onboarding and offboarding system now in place.

## **II. COMMITTEES**

The Local Grant Committee met in February to review the 2024 grant applications. Based on the Committee's funding recommendations, payments were issued in accordance with the 2024 -2028 Financial Plan. Additionally, a report was presented at a Committee of the Whole meeting to facilitate discussion regarding the future of the Township's local grant program.



# CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

## Staff Report

File #:24-240

### PERIOD REPORT

**DATE:** May 27, 2024

Report No. FIRE-24-003

**TO:** Dan Horan, Chief Administrative Officer

**FROM:** Matt Furlot, Fire Chief

**SUBJECT:** Fire Department - 2024 First Period Report

The following is a report on the activities pertaining to the Fire Department from January 1, 2024 to April 30, 2024.

#### **I. DIVISION ACHIEVEMENTS AND ACTIVITIES**

##### **1. Operations Division**

Emergency Response	This Period	Last Period	Last Year	Routine Activities	This Period	Last Period	Last Year
Alarm calls	55	44	50	Assist other agencies	2	13	5
Burning complaint	3	4	3	Bylaw / Fire Code inquiries	0	1	12
Hazardous material	5	1	4	General inquiries	94	122	16
Medical aid	175	228	170	Oil tank inspections	8	14	22
Overdose	9	8	4	New building plan review	6	9	4
Misc.	34	5	5	Public ed. / hall tour	4	18	10
Vehicle Incident	14	11	8	Fire investigations	10	2	6
Other fire	11	1	3	Business licenses	70	35	58
Structure fire	1	3	5	Car seat inspection	1	3	5
Natural gas leak	3	3	6	Fire Safety Plan Review	5	4	4
Vehicle fire	2	2	2	Assist public	10	26	10
Lift assist	15	16	15	Inspections	214	297	n/a
Brush fire		0	0	Re-inspections	94	98	n/a

##### **2. Community Services**

- Dispatch procedures tested and updated to ensure "Medic Response" when 2 or more staff assigned to Rescue Truck, enhancing community response capabilities.
- Hosted a 2-day firefighter bootcamp "Gather Our Voices", Western Canada's largest indigenous youth event.

- Supported IAFF Local at inaugural "Ken Gill and Forest Owens Memorial Hockey Tournament" in April to raise awareness of mental health and occupational cancer for firefighters, drawing participants from fire departments in greater Victoria Region and garnering positive media attention.
- Hosted a 5-day School Fire Academy during Spring Break for School District 61 grades 10-12.
- Participated in "Career Days" and engaged with youth interested in a career in firefighting.

### 3. **Department Services**

- Staff trained in Wildfire Firefighting to Provincial Standard, Auto Extrication, and APX Inspection software.
- Improved the EFRS Emergency Vehicle Operator Program developed for heightened safety.
- Chief officers and officer-qualified staff attended Management Tools corporate training in April.
- Routine daily staff meetings implemented to enhance staff engagement.
- Quarterly officer meetings scheduled for strategic discussions.
- Regular monthly Labour Management meetings held to address staff concerns and foster a healthy relationship.
- A routine weekly "EFRS Staff Update" given by the Fire Chief to ensure transparency and communication.
- Goals and Objectives from EFRS 5-Year Strategic Plan clearly posted and updated to encourage staff engagement.

### 4. **Administrative Service**

- Systematic review and revision of procedures and policies initiated for best practices and EDI language.
- Centralization and streamlining of daily administrative processes underway, easing routine operations.
- Examination of Assistant Chief's portfolios resulted in clarified responsibilities for Training, Fire Prevention, and Duty Chief role.

### 5. **Commitment to Regional Cooperation**

The following initiatives were undertaken in this period:

- *Gather Our Voices* Indigenous Youth Firefighter Bootcamp was a collaborative effort involving Victoria Fire Department, Department of National Defense, First Nations Emergency Services Society, and the Songhees and Esquimalt Nations.
- Department of National Defense and EFRS collaborated to improve radio communications and dispatch capabilities for mutual aid events, resulting in enhanced fireground operations.

- Victoria Fire Department and EFRS collaborated on utilizing the EFRS Rescue Truck with air-bottle filling capability for Victoria structure fires.
- Established a Mayday Working Group to create a shared Operational Guideline for Incident Commanders, Dispatch, and Firefighters during mutual aid events.
- Initiated the Communications Working Group under the Fire Services Agreement between Oak Bay, Victoria, Saanich, and Esquimalt to enhance on-scene communications during mutual aid situations.
- EFRS and Victoria are planning a joint recruitment process to leverage administration and resources, saving time and expense.
- Scheduled monthly meetings among Oak Bay, Victoria, Saanich, and Esquimalt to align firefighter training practices and share resources, enhancing scene safety during mutual aid events.
- Arranged crew visits between View Royal and EFRS in April, enhancing familiarity and coordination during mutual aid events.
- Monthly meetings are held by Fire Chiefs from the 4-Core and all Capital Region fire chiefs every other month to enhance cooperation and collaboration.

## II. COMMITTEES

Esquimalt Fire Department staff are actively involved with numerous local and regional initiatives through the following associations:

- Greater Victoria Fire Chiefs' Association
- Greater Vancouver Fire Chief's Association
  - Technical High Angle Rope Rescue Program (THARRP)
- Canadian Fire Chief's Association
  - Leadership Committee
  - Mental Health Committee
- British Columbia Fire Chiefs' Association
- CRD Regional Hazardous Materials Response Planning Committee
- Fire Training Officers' Association of BC
- Fire Prevention Officers' Association of BC
- Greater Victoria Fire Prevention Officers' Association
- Department Occupational Health & Safety Committee
- BC Burn Fund
- BC Professional Firefighters Association
- Greater Victoria Public Safety Unit Joint Management Team





# CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

## Staff Report

File #:24-246

### PERIOD REPORT

**DATE:** May 27, 2024

Report No. ADM-24-029

**TO:** Dan Horan, Chief Administrative Officer

**FROM:** Vicki Gannon, Director of Human Resources & Community Relations

**SUBJECT:** Human Resources & Community Relations - 2024 1st Period Report

The following is a report on the activities pertaining to the Human Resources & Community Relations department from January 1, 2024 to April 30, 2024.

#### 1. DIVISION ACHIEVEMENTS AND ACTIVITIES

##### 1. Communications

The Manager of Communications:

- Successfully launched new website with no service downtime; trained staff and performed quality assurance testing afterwards.
- Worked with ED Manager on place branding project organization and open houses.
- Helped promote Gathering our Voices Indigenous youth event + Esquimalt's participation.
- Met with all departments to discuss communications planning for the year.
- Shared council meeting notices via social media, the Current, e-newsletter and website. Posts are made after the agenda is published.
- Rolled out brand refresh project to staff including instructions on using templates, font and corporate colour palette.
- Participated in regional emergency communications working group meetings.
- Created digital and physical promotional materials for volunteer recruitment fair including video, ads, posters and custom website forms.
- Presented emergency communications strategies to the emergency preparedness working group.
- Created ads celebrating Esquimalt arts and culture for B.C. Arts and Culture magazine.
- Promoted the Ken Gill and Forrest Owens hockey tournament to media and the community.
- Updated the interactive fountain and facilities map to include parks.

- Arranged to have Archives staff attend Esquimalt's Public Library for B.C. Heritage Week.
- Created detailed messaging in support of Lunar New Year and special art for the Hall and Recreation Centre.
- Supported snow and inclement weather communications.
- Worked with Eng/PW to publish timely traffic and construction updates for Active Transportation Network projects.
- Prepared March edition of Experience Esquimalt promotional feature through the Times Colonist.
- Created and published the tri-annual Current community newsletter.
- Supported community groups including Township Community Arts Council, Esquimalt Lions, Esquimalt Community Arts Hub and the Esquimalt Farmers Market by sharing news and event information.
- Facilitated various staff and Mayor media interviews.
- Shared information regarding Township proclamations on social media.
- Shared information regarding Township employment opportunities on social media.
- Participated in Climate Working Group meetings.
- Designed code of conduct posters for township facilities.
- Promoted public notice survey through township channels including paid promotions.

**Analytics (last period in brackets where possible):**

*Esquimalt Alert registrations*

- 3,120 (3,065) registrants

*Website Hits*

- Users: 85K
- Top three pages are not comparable due to new site

*Twitter*

- Average 250 (360) post views per day (impressions)
- Total 96 (107) posts
- Total followers: 4,204 (4,147)

*Facebook*

- 163 (132) new timeline posts
- 3.3K followers (192 new followers)
- 179,967 post reach

*Instagram*

- 2,045 (1,927) followers
- 242 (234) posts
- 35,705 post reach

*LinkedIn*

- 808 (725) followers
- 193 (113) page clicks, likes, etc
- 17 (30) posts

*Communications - related online newsletters*

- Events list: 429 contacts
- News list: 426 contacts
- The “Current” newsletter list: 459

## **2. Occupational Health and Safety**

The Occupational Health and Safety Manager:

- Managed all current WorkSafeBC and LTD Claims:
  - 2 active WorkSafe claims at the beginning of the period; 3 as of April 30<sup>th</sup>
  - 3 active LTD claims as at the beginning of the period; 2 as of April 30<sup>th</sup>
- Received relief of costs on 1 past WorkSafeBC claim through auditing and appeals to WorkSafeBC.
- Application for relief of cost has been submitted for 1 additional claim but no decision has been rendered by WorkSafe.
- Conducted risk assessments for 16 different Township of Esquimalt positions.
- Planned and orchestrated a highly attended and successful Day of Mourning Ceremony.
- Completed safety inspections of all Township buildings.
- Audited and updated the policies of all 4 JOHS committees.
- Attended meetings for all the JOHS committees.
- Wrote 16 Policies/Procedures.
- Completed monthly safety posters/talks delivered to all Township Staff.
- Facilitated Mental Health First Aid training for Township Staff.
- Conducted multiple safety talks for Public Works.

The Township’s adjusted claim costs have decreased substantially, as outlined below:

- 2023 Adjusted Claims Costs January 1 - April 30: \$199,929.20
- 2024 Adjusted Claims Costs January 1 - April 30: \$87,911.68

## **3. Human Resources**

### **Training and Development:**

#### **Leadership training - The Effective Manager**

Training was conducted through the consulting group “Manager Tools”. Sarah Sentes was the presenter and facilitator for the training. This training focused on effective management techniques, including proper communication, coaching, and relationship building. The full-day session was held on April 16, 2024, in Council Chambers with 28 employees including Directors, 3 Fire Chiefs, Managers, Recreation Coordinators and Fire Captains.

**Recruitment:**

There were 7 regular positions filled in this period, plus two in progress:

**Filled:**

- Custodial Maintenance Worker
- Child, Youth & Family Services Programmer
- Aquatics Supervisor
- Out of School Care Supervisor
- Skilled Labourer II
- Engineering Technologist II
- Facilities Supervisor

**In progress:**

- Director of Civic Initiatives and Community Safety
- Head ECE Preschool Instructor

**Labour Relations:**

- The employer and IAFF Local 4264 met on April 24 and April 25 to exchange bargaining proposals and to begin bargaining. Additional bargaining days have been set for May 7, 8, 23, 29, 30 and June 4<sup>th</sup>.
- There continues to be one unresolved Human Rights complaint. The Human Rights Tribunal has a large back-log; all information was submitted to the Tribunal at the beginning of December, 2023.

**Human Resources - General:**

- Staff attended the Greater Victoria Hiring and Post-Secondary Education Expo on January 11, 2024. This event had over 2500+ active job seekers. The Township’s booth featured various materials on employment opportunities and the benefits of working for the municipality.
- The department participated in the Evacuation Drill/Reception Centre Exercise in February. The intent of the exercise was to practice evacuation of the building, and to learn the services provided in a Reception Centre.
- Staff completed two detailed surveys: one for Civic Info regarding wages and benefits, and

the quarterly surveys for Statistics Canada regarding job vacancies and wages.

- Staff are working with Esquimalt Nation and Songhees Nation to update the midden signage at Gorge Park, and to fly the two Nations' flags at Municipal Hall and at Gorge Park Pavilion.
- Five policies pertaining to HR were created or updated this period:
  - ADMIN-81 Community Volunteer Attraction and Recognition
  - PER-06 Code of Conduct for Patrons & Visitors
  - M-PER-024 Dealing with Disrespectful Patrons
  - M-PER-20 Respectful Workplace Policy
  - M-PER-07 Code of Conduct for Employees
- Staff conducted an analysis of regional wages for comparable positions, and the Director worked with the Director of Engineering and Public Works, and the Manager of Public Works to initiate the marketplace adjustment review process, as agreed to by the employer and CUPE Local 374 during the last round of bargaining.
- The Director worked with senior staff in Parks and Recreation to complete an organizational redesign which included the creation of a new manager position, and a new administrative support position in Parks, and the elimination of the Parks Supervisor position.
- A committee was established comprised of two council members and staff to organize the first ever Volunteer Recruitment Fair which was held on April 18, 2024, at the Recreation Centre. 24 volunteer groups participated in the event, and over 188 individuals attended.

#### **4. Economic Development**

##### **Business Licences**

- There are 778 active business licences as at April 30, 2024 which reflects a 7% increase compared to the same time in 2023. There were 61 new business licence applications, and 40 business licences were not renewed.
- The following table represents the activity of the Economic Development division over the last period, using the Economic Development Customer Relationship Management (CRM) system:

		User Name	Terése Finegan	Totals
Engagement Purpose	Engagement Type			
	One-on-one meeting - Face to face		1	1
1.1 Revitalization of Esquimalt Road	Email		1	1
	Event / Workshop - Face to face		1	1
	One-on-one meeting - Online		1	1
1.7 Engage with Developers	EDM		1	1
	Email		3	3
1.8 Business Friendly Council	Group meeting - Face to face		1	1
2.1 Place Branding	Email		2	2
2.3 Community Engagement	EDM		1	1
	Email		2	2
	One-on-one meeting - Face to face		1	1
2.4 ESQ Promotion	Email		3	3
	Event / Workshop - Face to face		10	10
	Group meeting - Face to face		2	2
	One-on-one meeting - Face to face		1	1
2.4.2 Workforce Development	Group meeting - Face to face		1	1
	One-on-one meeting - Face to face		1	1
3.0 Support Grant Application	Email		1	1
3.1 Support Business Growth	Email		8	8
	One-on-one meeting - Face to face		4	4
3.1.1 Promote Tourism Investment	Email		1	1
4.0 Partnerships & Relationship Building	Email		5	5
	One-on-one meeting - Face to face		3	3
Totals			55	55

EDM: Electronic Direct Mail (bulk mail-outs including newsletters)





# CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

## Staff Report

File #:24-247

### PERIOD REPORT

**DATE:** May 27 2024

Report No. P&R-24-004

**TO:** Dan Horan, Chief Administrative Officer

**FROM:** Steve Knoke Director Parks and Recreation

**SUBJECT:** Parks and Recreation Services- 2024 Period Report

The following is a report on the activities pertaining to the Parks and Recreation Services from January 1 2024 to April 30, 2024.

#### **I. DIVISION ACHIEVEMENTS AND ACTIVITIES**

##### **1.Parks**

BC Hydro has again granted \$7,500 towards our annual tree planting initiative.

##### **Publicly owned trees**

- Trees pruned - 22
- Trees removed - 5
- Trees planted - Blvd trees - 53
- Natural area trees planted - 450
- Total trees planted - 503 compared to 73 last year this period.

##### **Invasive Removal**

- General parks maintenance - 65.5 cubic meters of invasive plants removed from 209.5 square meters of land compared to 17 cubic meters from 65 Square meters during the same period last year.
- Earthday - 59 cubic meters of invasive plants removed from 630 square meters of land compared to 19 cubic meters from 250 square meters this period in 2023.
- Total cubic meters of invasive plants removed during the 1st period - 124.5 vs 36
- Total square meters of park land cleared during the 1st period - 839.5.

##### **Privately owned trees (tree permit/developments)**

- Trees approved for removal - 31 compared to 40.
- Trees denied for removal - 2 compared to 11.
- Trees approved for pruning - 6 compared to 14.
- No permit required (not protected tree) - 5 compared to 4.
- Number of tree cutting permits waiting for more information or cancelled - 4 vs 5.
- Total tree cutting permits applied for - 30 compared to 29.

##### **Parks Highlights**

- Installed new interpretive signage in the Japanese Garden in collaboration with Uvic's Past Wrongs, Future Choices.
- Expanded walking trail in Esquimalt Gorge Park, extending it from the parking lot to the Takata Garden.

- Installed Stone Lantern and Hiroshima Ginko Tree at the front of the Gorge Pavilion.
- Earth Day in Highrock Park on April 17, 2024 had over 800 people including over 700 students, adult volunteers and community members.
- A Branch Out invasive removal event was held on April 21 at Highrock Park during the Earth Day Celebration, with the Greater Victoria Green Team, to address a section of invasive species that threatens the native biodiversity of the park. 169 sq. metres of land was cleared of invasives.
- Safety upgrades at Lampson Park Lions Baseball diamond 2 including resurfacing and regrading of playing area completed in February (2nd and final phase).
- Upgraded building security at the Parks Nursery.
- Added improvements to parking area at the entrance to Saxe Point Park.
- Updated all park entrance cedar signs with modern stain and paint.
- Planted newly created traffic island at Head and Old Esquimalt Rd (part of active transportation project).
- Upgraded 4 water cannons in the Adventure Park.
- Completed repair of the middle pond at Esquimalt Gorge Park.
- Installed new Seacan in Esquimalt Gorge Park to support events and programs.

#### **Park Bookings**

- Saxe Point Park - 5 (3 wedding, 2 special event).
- Esquimalt Gorge Park - 7 (2 filming, 1 wedding, 2 special events, 2 picnic).
- Macaulay Point Park - 1 (Special Event).
- Bullen Park - 19 (Gorge soccer, Spartans Football, Victoria Slo Pitch).
- L'Ecole Brodeur - 23 (Youth and Adult Soccer Club).
- Anderson Park - Community Garden.
- Highrock Park - 1 (1 Special Event).
- Memorial Park - 8 (Farmers Market, Picnics, DND Memorial Service).
- Lampson Park - 41 (Lions Minor Baseball).

#### **Gorge Park Pavilion**

- There were 224 bookings at the Gorge Park Pavilion in this reporting period compared to 180 bookings for the same period last year.
- The Township Community Arts Council hosted Sculpture Splash at the Gorge Park Pavilion on April 11 - April 14, 2024. This event showcased a variety of art pieces in collaboration with the Vancouver Island Sculptors Guide that brought inspiring 3-D works of over 40 sculptors.
- The Pavilion hosted the Sport For Life Summit, which engaged many recreation professionals in a day of learning about the benefits of accessible and inclusive sport programming. Other notable rentals were the CDR Environmental Services, Castaways Year End Wrap Up, Community Living Victoria and Inclusion BC, 2<sup>nd</sup> Annual Victoria Herring Symposium, Metis Identity Youth Sharing Circle, and A Living Canva: Bridge Art and Restoration in Climate Action.
- The Parks and Recreation team worked in collaboration with the Past Wrongs, Future Choices and the Victoria Nikkei Cultural Society for the official unveiling of the new interpretive panels and teahouse displays on April 26, 2024. This event was well attended with over 50 people in attendance.

## **2. Maintenance**

#### **Sports Centre**

- AME Group is currently project managing the replacement of the condenser and hockey rink dehumidifier, in coordination with phase 2 of the roof replacement.
- Curling ice was removed March 18th.
- Hockey ice was removed April 12th.
- Painting of the roller derby track on the curling rink floor and the 2 roller derby tracks on the hockey rink floor was completed.
- Replacement of the domestic hot water heat exchanger was completed in February.
- Insulation of the hot water pipes is in progress.

- 2 new RPT Building Maintenance Workers were hired, giving us a complete team of staff members.

#### **Recreation Centre**

- AME Group is currently following up on a few items, yet to be completed, before closing out the Recreation Centre Boiler Project.
- Cleaning and burnishing of all activity room floors is in progress and ongoing.
- Replacement of all heat exchangers was completed in early January.
- Insulation of the domestic water heat exchanger and all hot water pipes is in progress.
- We have hired 2 new RFT Custodial Maintenance Workers, giving us a complete team of staff members.

### **3. Recreation Services**

#### **Fitness and Sports**

- The Wellness Centre had 28,566 visits from January - April 2024 compared to 28,819 the previous year.
- Drop-in Fitness continued to offer 33 classes per week, with increased registration from the same period in 2023. January- April 2024 saw 6,909 attendees compared to 5,989 the previous year.
- From January- April, 21 registered fitness classes a week were programmed, with 921 registered fitness participants compared to 975 participants in the first period of 2023.
- Adult Drop-in Sports continue to be popular, with almost all sessions fully booked. During the first period, there were 2,661 drop-in sports spots filled compared to 2,637 in the same period last year.
- Through Personal Training and the 60 Day Challenge, Esquimalt Rec's personal trainers were able to see 45 new clients in the first period of 2024.
- The 15<sup>th</sup> Annual Esquimalt 5k had 301 participants and 173 children registered in the 1K Fun Run compared to 291 in the 5k and 163 kids in the 1k last year. Participants engaged in a variety of pre and post run activities and received great support from local businesses.
- Re-upholstery has been completed on two benches and two machine seats in the gym to help extend the lifespan of the equipment. A new recumbent bike was purchased to replace an older, broken recumbent bike in the Wellness Centre.

#### **Aquatics**

- The winter pool schedule continued normal hours of operation from the 2023 3<sup>rd</sup> period at 119 hours/week. Up 8.5 hours compared to the 1<sup>st</sup> period in 2023.
- The pool consistently stayed open compared to being closed once in the 2023 1<sup>st</sup> period due to staffing issues.
- Pool had restricted capacity due to staffing restrictions 5 times. This is down from the 13 times during the 2023 1<sup>st</sup> period. The exact dates were:
  - January: 14 & 21
  - February: 4 & 8
  - March: 21
- Registered private lessons for January - March included 36 participants compared to 85 in the same period in 2023. This is due to running fewer private lessons to run more group lessons.
- 155 community lessons were run with a total of 676 participants compared to 105 lessons with 514 participants during the same period in 2023.
- 9 new aquatic staff were hired bringing our number to 75 aquatics staff compared to the 60 staff we had during the same period in 2023.
- 11 Lifesaving, lifeguarding and swim instructor training courses included 108 registered participants, compared to 6 courses and 50 participants during the same period in 2023.
- 20 waterfit classes were offered per week with an average of 27 participants compared to 17 classes per week with an average of 24 participants during the same period in 2023.

#### **Memberships/Registrations**

- 2,400 memberships were sold compared to 1,760 in 2023 this includes:
- 337 - 1 month Passes compared to 252

- 346 - 3 Month Passes compared to 221
- 110 - 6 Month Passes compared to 73
- 353 - 1 Year Passes compared to 246
- 891 - 10 Punch Passes compared to 723
- 313 - 25 Punch Passes compared to 217
- 50 - Regional Passes compared to 16
- 722 products were sold through the Recreation Centre shop (googles, swim caps, swim diapers, and water bottles) compared to 519
- There were 5,835 registrations completed compared to 4,812

#### **Marketing**

- Esquimalt Parks & Recreation social media platforms continue to have a strong following with 6,987 on Facebook (up from 6,505 last period), 2,446 on Instagram (up from 2,226 last period), and 4,270 on Twitter (up from 4,264 last period).
- Our Instagram reach is up 24.5% over last period, our Instagram visits are up 152.1% over last period, and our Facebook visits are up 46.4%.
- The launch of the new website has been successful, and the Parks & Recreation section continues to be the most predominantly viewed content.

#### **Facility Rentals**

- 276 contracts were issued for rentals at the Esquimalt Recreation Centre (51 of which were lane/pool rentals) compared to 243 and 52 for the same period last year.
- 279 contracts were issued for rentals at the Archie Browning Sports Centre compared to 118 last year.

#### **Preschool - Children and Youth Services**

- Our Licensed Preschool M/W/F class ran with 10/16 spaces filled.
- Our outdoor Puddle Jumpers Preschool ran with 5 participants.
- The Japanese Infant/Toddler class located at the Pavilion ran with 6/15 spots filled.

#### **Licensed Out of School Care**

- Before School Care had 48/78 registrants, leaving 30 spaces available.
- After School Care remains at capacity with 78 participants, with a short waitlist by the end of April 2023.
- OSC Registration for the 2023/2024 school year opened on April 18th. We moved our OSC application and waitlist to an online model and it went very smoothly.
- We received 36 new participant applications and 43 current participant applications. We expect to reach our After School capacity of 78.
- Before School Care had 56/78 registrants compared to 48/78 in 2023.
- After School Care remains at capacity with 78 registrants, with a short waitlist.
- 2024/2025 OSC registration opened on April 17, 2024. We received 33 new participant applications and 75 current participant applications. We expect to reach our After School Care capacity of 78 by May 15, 2024.

#### **Spring Break Camps**

- We offered 8 of our own camps (4 per week) and one contracted camp serving 190 participants compared to 175 last year. With an additional 59 participants in AM and PM extended care.
- LITTLUNIVERSE Lego Robotics camp filled with 18/18 spots filled and 6 on the waitlist.
- The Esquimalt Youth Leadership program ran both weeks of Spring Break. The first week had 9 participants and the second week had 5 participants. Combined, we had 15 out of a possible 24 participants for both weeks and no waitlist. 2023 saw 12 registrants in one week of camp.

#### **Teen Centre Programs**

- Tuesday LGBTQIA2S+ program saw a weekly increase from 7 participants last year to 10 to date in 2024.
- Wednesday Ravens Club at Rock heights Middle School: 8 participants vs 9 last period
- Thursday Teen Nights: 14 participants compared to 17 last period.
- Friday Teen Nights: 45 participants compared to 47 last period.
- Saturday Teen Nights: 49 participants vs 44 last period.

### **Sports**

- Rock Water Aikido ran 4 classes a week at École Victor Brodeur school.
- MIJO Taekwondo ran 6 programs a week.
- Longsword Combat 14yrs+ program ran with 13/20 participants.
- Badminton Teen/Adult Class 16yrs+ ran with 16/20 participants and the Badminton Jr Class 8-12yrs ran with 11/20 participants.
- KATS Tennis did not run this season due to lack of instructors.
- Play Beyond Expectations ran two programs a week during this period.
- Urban Rec ran two volleyball leagues on Monday and Thursday nights, filling each day with 17 /17 teams. We also added a new successful pickleball league once per week on Tuesday nights.
- Soccer 3-5yrs class had 8/12 participants and our 6-9yrs class continues to be the most popular with 12/12 spots filled and 7 on the waitlist. We saw growth in the 9-12yr class with 10/12 spots filled.
- Vic City Basketball programs saw growth compared to last year. We successfully ran a new Inclusive Developing Skills Basketball Academy for female, female identifying, non-binary or gender diverse individuals ranging in ages from 15-50 years old. The Sunday program ran with 21/24 spots filled starting on April 7 continuing into June.
- Vic City Basketball Girls 9-15yrs had 8/10 participants in January and April sessions.
- Vic City Basketball Boys 9-15yrs January program reached capacity with 12/12 spots.
- We increased spaces in the April Boys 9-15yr program and reached 27 participants.

### **Arts, Culture, Social & Special Interest Programs**

- We ran another successful Community Volunteer Income Tax Program, filing taxes for 126 community members, free of charge, compared to 85 last year.
- This winter saw high registration in many new and returning programs, such as:
  - Kids Cooking: breakfast bonanza and sweets and treats, both full totaling 24 kids.
  - Stitch Lab: increased demand added additional sessions last year and they are continually full with a combined 24 kids per session.
  - Guitar: we are offering lessons spanning preschool to adult age and had 26 people registered in our first winter session and 29 in the second.
  - Soap-Making 101 with Wychbury Ave for adults ran 4 sessions this winter/spring - full with 41 registrations.

### **Community Development and Events**

- Our annual Family Day event was held in person again this year, with a free family swim and kinder gym and a BBQ hosted by the Lion's Club. In addition, we hosted 7 community groups that offered information and free activities (Esquimalt Community Arts Hub, Spartan Football, Esquimalt Firehall, Esquimalt Emergency Preparedness, Writer's Group, Play Beyond Expectation, Esquimalt Farmers' Market). We received a \$1,000 BC Family Day Grant from the Province of BC which covered our operating cost during these free family events.
- The Annual Esquimalt Lions' Easter Egg Hunt returned to Gorge Park and was very well attended with an estimated 1,500 participants at the event.
- As mentioned in the Parks reporting, the Earth Day event at High rock Park had approximately 800 local school students in attendance from Victor Brodeur, Macaulay Elementary and Rockheights Middle School. With the addition of their teachers, parent volunteers, and community members we estimate 1,000 people attended the event. This year we expanded our exhibitor tent to include 11 community groups that covered a variety of Environmental Stewardship related topics. In addition, this year staff held a satellite location at Saxe Point for invasive pulling which was successful.
- The Gigantic Garage Sale returned to Archie Browning Sports center this year and expanded to include both the Curling Rink and Arena. We hosted 108 vendors and event had over 1,000 people attend throughout the day.
- The Esquimalt Farmers' Market has returned to Memorial Park as of April 4<sup>th</sup> and will operate until September 26<sup>th</sup>.

### **Ice and Arena**

- The Archie Browning Sports Centre hosted its first BC Men's and Women's Curling Championships from January 23 - January 28, 2024. The championships had over 1,000 attendees in our facilities. Curl BC, Esquimalt Curling Club and the recreation team worked with local schools to offer Try It Curling sessions to introduce children to curling.
- The Esquimalt Curling Club continued to operate with both men's and women's leagues. This year they ran 7 curling bonspiels that were well attended in both the arena and lounge.
- Our Learn to Skate program continues to grow with 75 participants, compared to 71 in the previous year.
- Each week we ran 10 public skating sessions, which includes drop in hockey, cougars pond hockey, adult skates, and public skates that follows the schedule from the previous year.
- The drop-in hockey programs including stick and puck continues to be well attended. The Friday drop-in hockey program continues to have a waitlist. Stick and Puck was introduced this year to capture youth who may not have access to a general hockey program.
- Shinny Hockey was at full capacity for Wednesdays and Fridays. Cougars pond hockey is also maintaining regional popularity with our partnership with the Cougars Junior 'A' team.
- Special events like the 'Family Day' and 'Spring Thaw' skates were well attended with over 100 participants.
- We continue to engage with the local schools in offering school skates 5 days a week.
- The Archie Browning Sports Centre hosted the Ken Gill and Forrest Owens Charity Hockey Tournament on April 5th. The event goal was to increase awareness of mental health and cancer incidences affecting members of the fire service and our communities at large. This event was well attended capturing a large attendance and raised over \$8,000 for local charities.
- The curling arena hosted various events in early April that had 200 - 1,900 attendees. These bookings included the International Plastic Modelers Society which had 90 exhibitors and 330 models, SD61: Career Fair for Youth which had 93 booths to capture youth employment opportunities.

## **II. COMMITTEES**

- The Environmental, Parks & Recreation Advisory Committee met on January 24, 2024 and March 27, 2024.