



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

Agenda - Final

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

Special Committee of the Whole

Monday, May 8, 2017

5:45 PM

Esquimalt Council Chambers

1. CALL TO ORDER

2. LATE ITEMS

3. APPROVAL OF THE AGENDA

4. STAFF REPORTS

- 1) [17-189](#) Strategic Priorities 2015 - 2019

Attachments: [Strategic Priorities Chart](#)

- 2) [17-190](#) Operational Strategies 2017 First Period Updated Chart

Attachments: [Operational Strategies](#)

- 3) [17-192](#) CAO - 2017 First Period Report, Staff Report ADM-17-012

- 4) [17-184](#) Corporate Services - 2017 First Period Report, Staff Report ADM-17-013

- 5) [17-179](#) Community Safety Services - 2017 First Period Report, Staff Report CSS-17-007

Attachments: [Esquimalt Emergency Program 2017 Work Plan](#)

[Esquimalt Training Exercise Plan 2017](#)

[2017 1st Period Report - Bylaw](#)

[2017 1st Period Report - Maintenance of Property](#)

[2017 1st Period Report - Building Permits](#)

- 6) [17-159](#) Financial Services and Information Technology Departments - 2017 First Period Report, Staff Report FIN-17-007

- 7) [17-196](#) Development Services - 2017 First Period Report, Staff Report DEV-17-027

- 8) [17-194](#) Engineering and Public Works - 2017 First Period Report, Staff Report EPW-17-018

- 9) [17-186](#) Parks and Recreation Department - 2017 First Period Report, Staff Report P&R-17-006

- 10) [17-193](#) Fire Department - 2017 First Period Report, Staff Report FIRE-17-002

5. PUBLIC QUESTION AND COMMENT PERIOD

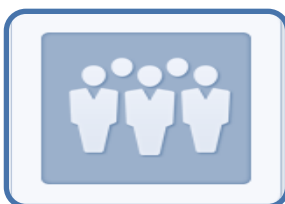
Excluding items which are or have been the subject of a Public Hearing.

Limit of two minutes per speaker.

6. ADJOURNMENT



Strategic Priorities 2015 - 2019



We continue to enhance the health and liveability of the community

- Support community growth and development consistent with our Official Community Plan
- Ensure multi-modal traffic strategies consider and reflect business and residential growth and development
- Build a vibrant and sustainable arts, culture and heritage community
- Parks & Recreation enhancements and strategic parkland acquisition and expansion
- Ensure heritage values are considered in land use decisions
- Support food security and initiatives for community spaces



We recognize the importance of, and will enhance relationships with our neighbours and other levels of government

- Advocate at the regional level for voice and equity in regional services
- Work with First Nations and the Esquimalt community to support economic, social and cultural opportunities
- Advocate with intergovernmental entities to promote issues affecting Esquimalt
- Continue working with government and school district stakeholders to promote positive relationships and advance issues impacting the community



We encourage a resilient and diverse economic environment

- Continue to work with development partner on Esquimalt Town Square Project
- Implement Economic Development Strategy
- Support revitalization and beautification initiatives along Esquimalt Road
- Ensure processes for business and development are clear and consistent
- Encourage and facilitate community involvement that supports non-governmental initiatives



We continue to address the operational and financial requirements of our infrastructure

- Participate in integrated waste strategies
- Identify infrastructure repair and proactively plan for replacement needs
- Identify long term financial requirements for infrastructure

Operational Strategies 2015 - 2019

HEALTHY AND LIVEABLE COMMUNITY

Operational strategies	Responsibility	Progress
Support community growth and development consistent with our Official Community Plan (OCP)		
Incorporate Environmental Advisory Committee review process as part of OCP update	Development Services	This will be done at the June meeting.
Undertake Public consultation of draft Policies and Guidelines	Development Services	There will be an OCP open house on June 7. There will be an information booth at Buccaneer Days.
Review opportunities for increased density along rail corridor (dependent upon commuter rail service being revitalized)	Development Services	The OCP land use map is being reviewed and will include an analysis of areas for increased density.
Review Food Strategies as part of OCP update	Development Services	Food policy was reviewed and revised at the February meeting of the Environmental Advisory Committee.
Conduct Housing Forum as part of OCP Review; include consideration of Policies on Secondary Suites	Development Services	Extensive planning of the Housing Workshop has taken place. The workshop will be held on May 5, 2017
Consider establishment of Social Planning Committee	Corporate Services Development Services	This will be done following the adoption of the OCP.
Clarification of multi-jurisdictional responsibility along Gorge Waterway	Community Safety Services Development Services	The Gorge falls under multiple jurisdictions depending on the nature of the activity. Firstly, from a municipal perspective, a municipality has the ability to impose zoning on the water way. Esquimalt has zoned one half of the Gorge waterway as (primarily) M-4 – Marine Navigation. There are small areas zoned M-3 Marine Residential, M-5 and CD-7. The other half of the Gorge is zoned by Saanich. The Province owns the “land” that is the Gorge. They have put in place requirements relating to use of the land and particularly relating to private moorage. The Federal Government is interested in the Gorge as a navigable waterway and also as a habitat. This is managed by the Department of Fisheries and Oceans. Depending on what someone may want to do on or near the Gorge, would determine which

Operational Strategies 2015 - 2019

		agencies will be involved.
Ensure multi-modal traffic strategies consider and reflect business and residential growth and development		
Research and consider best practices for multi-modal traffic initiatives and strategies	Engineering & Public Works	No projects have come forward in this period. As projects are initiated, these practices will be reviewed and implemented.
Integrate Bike Lanes with consideration of CRD Master Cycling Plan	Engineering & Public Works	No projects have come forward in this period. As projects are initiated, this will form a part of the design of the project
Engage with stakeholders and user groups to ensure input is considered	Engineering & Public Works	No projects have come forward in this period. As projects are initiated, engagement will occur with users and stakeholders as required
Ensure input from Environmental Advisory Committee is considered for multi-modal strategies	Engineering & Public Works	No projects have come forward in this period. As projects are initiated, input will be sought as required
Build a vibrant and sustainable arts, culture and heritage community		
Ensure community events support strategic objectives	Parks & Recreation Financial Services	Grant support for Established Events was approved by Council after the review of all applications to ensure they satisfy the policy criteria and are consistent with Council's strategic priorities.
Revisit local grant funding and policies for continuous improvement opportunities	Financial Services	This is scheduled to be brought forward in the third period
Review public art policy in regard to murals	Parks & Recreation Development Services	This is scheduled for the third period.
Parks and Recreation enhancements and strategic parkland acquisition and expansion		
Create and implement a multi-year upgrade and replacement plan for Township playground areas	Parks & Recreation	Enhancements to the Little League Playground are scheduled for the third period. Upgrade plans to Hither Green are dependent upon the proposed development at the English Inn.
Facilitate and conduct public consultation for McLoughlin Point Amenity Reserve Funds	Parks & Recreation	This is scheduled for the third period.

Operational Strategies 2015 - 2019

Review Strategies for replenishment of Parkland Acquisition Fund	Parks & Recreation Financial Services	Working with Finance. This is scheduled for the third period.
Consider improvements to skate park at Anderson, consider art project and involvement with Esquimalt High School	Parks & Recreation	Graffiti has been removed. Further design considerations will occur during the third period.
Ensure heritage values are considered in land use decisions		
Ensure heritage values are considered during OCP review and update	Development Services	The OCP will contain a Heritage section
Training for Advisory Planning Commission members on Heritage Values	Development Services	Will be done in the third period
Ensure Advisory Planning Commission composition reflects accessibility, environment and heritage	Development Services Corporate Services	Advertisement for APC vacancies states that preference will be given to applicants with accessibility, environmental or heritage experience or expertise
Support food security and initiatives to improve community spaces		
Recommended strategies for food security developed by EAC to be considered during OCP review	Development Services	See above.

Operational Strategies 2015 - 2019

KEY RELATIONSHIPS

Operational strategies	Responsibility	Progress
Advocate at the regional level for voice and equity in regional services		
Review Capital Regional District arts service involvement and funding	Financial Services	Preliminary information sharing has commenced between the CRD and municipalities regarding a number of services and contributions.
Explore and identify efficiencies between local and regional initiatives	**staff responsibility dependent on specific initiative	Emergency Management works closely with all municipalities and electoral districts in the CRD through the REPAC and LGEPAC, as well as working with the Province through the REMP.
Continue to engage BC Transit to advocate for higher level of services	Mayor and Council	BC Transit is participating as part of the E&N Transit Rail Corridor working group, largely due to advocacy by Esquimalt Council for improved transit options
Work with First Nations and the Esquimalt community to support economic, social and cultural opportunities		
Continue to organize regular Community to Community forums	Development Services	Will probably organize a forum with each First Nation to review the final draft of the OCP
Consult and engage with First Nations on economic development and planning initiatives	Development Services	Each First Nation is notified when we process an OCP amendment. In addition, staff work with the First Nations to facilitate specific projects such as the new RV Park.
Engage with local service entities to ensure input is considered to support strategic priorities	Corporate Services	Notification of events and initiatives are provided to relevant local organizations and input will be sought for new initiatives or programs
Advocate with intergovernmental entities to promote issues affecting Esquimalt		
Utilize larger organizations to advocate with other levels of government (AVICC/UBCM/FCM)	Mayor and Council	One initiative forwarded to AVICC during this period.
Work closely with CFB Esquimalt to align our community visions	Mayor and Council	Mayor and Council continue to participate in semi annual luncheon/discussions of relevant issues and to advance agenda items of interest.

Operational Strategies 2015 - 2019

Continue working with government and school district stakeholders to promote positive relationships and advance issues impacting the community		
Collaborate with CFB Esquimalt, School Districts and other municipalities on efficiencies and partnerships in Parks and Recreation Services	Parks & Recreation	The regional implementation of PerfectMind software continues with joint training and regional cooperation. A new regional steering committee involving VIHA has been created to investigate better integration between recreation and health services in our municipalities.
Implement new social media channel(s)	Corporate Services	Communications Coordinator and HR Director exploring pros and cons of option of adding LinkedIn to corporate social media channels
Promote emergency preparedness through shared initiatives and training	Community Safety	Shared training conducted with external stakeholders (Emergency Management and Emergency Operations Centre training, First Aid Courses); Emergency Social Services conducting shared training and moving towards a regional system of operations. Shared training re: Neighbourhood Damage Assessment program; Evacuation planning both regionally and with other municipalities in the Province; Esquimalt schools emergency planning and exercise development; Participation in the Regional Emergency Management Partnership.
Utilize Community Safety Working Group on issues impacting the community	Community Safety	In this period, the ECSSWG has examined three traffic issues; One parking issue; Championed MADD signage for the Township; Dealt with an ETAG issue; and provided input into the traffic plan for construction traffic for Waste Water Treatment. The Trackside gallery and the general condition of the E&N rail line are ongoing issues being addressed by this group
Consultation with stakeholders on McLoughlin Point amenities including First Nations, CFB Esquimalt, residents associations, School Districts, PAC	**responsibility varies and will involve multiple departments	Multiple meetings have occurred during this period that have included VicPD, DND, PAC. In addition, open houses will be held in the next quarter by the CRD where all relevant stakeholders will be encouraged to participate. Liaison Committee will also be established during next period.

Operational Strategies 2015 - 2019

RESILIENT AND DIVERSE ECONOMY

Operational strategies	Responsibility	Progress
Continue to work with development partner on Esquimalt Town Square Project		
Implementation of remediation plan	Engineering & Public Works	Work is underway with physical remediation of the site.
Continue to work with Aragon and GVPL on new library space	Development Services	This work is ongoing. The MOU between the Township and the GVPL was signed.
Finalize site preparation for land transfer	Engineering & Public Works	Work is underway with works for relocation of electrical servicing, storm/sanitary servicing and above ground features.
Ensure regular information flow with stakeholders on major projects such as Esquimalt Town Square and McLoughlin Point Wastewater Facility	Development Services Corporate Services	Open House re Esquimalt Road Urban Design Guidelines held, over 3,000 notices sent to adjacent properties and notice on website and in newsletter
Implement Economic Development Strategy		
Review and update economic development strategies and action plan including measurables	Mayor and Council **staff responsibility dependent on actions identified	Major progress will be made in the next quarter with issuance of an RFP for consulting services to assist in preparing a marketing strategy for economic development including an action plan and measurable.
Engage consultant to develop Communications and Marketing Strategy and materials	CAO Development Services	This will be done in the third period.
Utilize relationship with Urban Development Institute as additional input and resource for economic development	CAO Development Services	This will be done in the third period.
Review relationship with South Island Prosperity Project	CAO Parks and Recreation Development Services	This will be done in the third period.
Participate in Urban Development Institute (UDI) functions	Mayor and Council Directors	Luncheon and seminar information is forwarded to Mayor and Council on a regular basis and attendance occurs as available.

Operational Strategies 2015 - 2019

Leverage advertising opportunities, such as BC Economic Development Association 'Invest in BC' magazine	Corporate Services	Continued with economic development theme of "We're Ready. Are You?" in two major ad purchases: Invest in BC magazine and the TC's Capital Progress 2017
Facilitate Board-Council session with UDI	Development Services	This will be done in the third period.
Support revitalization and beautification initiatives along Esquimalt Road		
Promote Revitalization Tax Incentive Program	* as part of EDS marketing strategy	An article on the incentive program was featured in the Spring 2017 edition of the Current.
Continue development of Esquimalt Road Urban Design Guidelines	Development Services	An open house attended by 85 people was held on April 27, 2017. We will also send out notices on Social Media about the date that the consultants present the study to Council.
Enhanced maintenance along Esquimalt Road corridor	Engineering & Public Works	Work will be carried out in the second and third periods as staff becomes available.
Ensure processes for business and development are clear and consistent		
Review Township policies and bylaws to ensure efficient processes; amend and update as necessary	Corporate Services	All personnel-related Council and Management Policies reviewed with HR Director and revisions made as recommended; 2 obsolete Bylaws were repealed, and 3 Bylaws revised.
Consider improvement to user services on website to make more accessible	Corporate Services	Staff working on contact directory for website to make it easier to search for and find staff members and departments. Consolidating several departmental contact pages into a single portal for staff and Council contacts, for ease of public use.
Organize Council-staff workshop to review processes including Green Development Guidelines	CAO Development Services	This will be done in the third period.
Encourage and facilitate community involvement that supports non-governmental initiatives		
Promote and encourage a diverse range of community events	Corporate Services	Communications Coordinator continuing to provide support to community groups in promoting local events, through website and TC calendar of events.

Operational Strategies 2015 - 2019

Support community groups through Township communications resources	Corporate Services	Township communications resources, including Facebook, Twitter, corporate website, community newsletter, Experience Esquimalt page in TC, and internal website The Bridge are all employed to support events held by community groups.
Consider Policy for advertising/promotion on Township property & vehicles	Engineering & Public Works Development Services	Development Services will address this in the third period. Policy discussions with Committee of the Whole have been undertaken
Consider initiatives to improve or encourage private owners to participate in Bloomin' Beautiful program	Parks and Recreation	This year's program has evolved to invite greater participation from this sector. Post-program evaluation will occur for subsequent planning.

Operational Strategies 2015 - 2019

WELL MANAGED AND MAINTAINED INFRASTRUCTURE

Operational strategies	Responsibility	Progress
Participate in integrated waste strategies		
Monitor compliance with all zoning and development agreements for McLoughlin Point WWTP	CAO Engineering & Public Works	As the project moves forward, various aspects are being reviewed and monitored
Ensure liaison committee is established and functioning	CAO	Working with CRD/Panel to establish liaison committee
Work with Project Board to ensure assessment of existing infrastructure is developed and established	CAO Development Services	As the project moves forward, various infrastructure component will be assessed and level of service determined
Participate in CRD led initiatives for other waste streams	Engineering & Public Works	Staff are working through various CRD committees to establish new methodology for waste stream management
Identify infrastructure repair and proactively plan for replacement needs		
Implementation of Inflow and Infiltration management plan and evaluation of underground infrastructure – Year 1	Engineering & Public Works	Preparing information for modelling request for proposal
Implementation of sidewalk master plan	Engineering & Public Works	Detailed design has been initiated
Implementation of roadway master plan	Engineering & Public Works	Preliminary design has been initiated
Implementation of street lighting improvements and upgrades	Engineering & Public Works	With budget approval, work will start in the second and third periods
Public consultation for McLoughlin Point Amenity Reserve Funds	**responsibility varies and will involve multiple departments	This will begin in the second period and will most likely be initiated with an RFP for consulting services to lead this very important process.
Identify long term financial requirements for infrastructure		
Complete and update infrastructure and asset inventory	Financial Services Engineering & Public Works	Establishing inventories for linear, vertical assets. Work is approximately 75% complete
Development of short and long term asset management policies and plans	Financial Services Engineering & Public Works	Training on asset management undertaken. Preliminary work for request for proposal initiated



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Municipal Hall
1229 Esquimalt Road
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Staff Report

File #: 17-192

PERIOD REPORT

DATE: May 2, 2017

Report No. ADM-17-012

TO: Mayor and Council

FROM: Laurie Hurst, Chief Administrative Officer

SUBJECT: CAO - 2017 First Period Report

The following is a report on the activities pertaining to the CAO's office from January 1, 2017 to April 30, 2017.

I. DIVISION ACHIEVEMENTS AND ACTIVITIES

1. Legislative

- Attended meetings of and reviewed reports, agendas and minutes for Council, COTW and In Camera meetings of Council

2. Operations

- Coordination of staff and resources to ensure continued progress on Esquimalt Town Square development; review and updating of agreements for land transfer and library construction; weekly review of progress and status of contracts, site remediation and library design; facilitate and input to prepare public messaging; meetings to discuss strategies for art walk features
- Continued negotiations with CRD Project Board to finalize operating and amenity agreements for McLoughlin Wastewater Treatment Plant; agreements finalized within agreed timelines and Council consideration and approval of development permit and amenity agreements also within agreed milestones
- Coordinated and assisted with preparation of materials for Township open house on draft amenity agreements; attended open house and facilitated discussions with public
- Began monitoring of all aspects of the McLoughlin Wastewater Treatment Plant project including requirements contained in the Community Impact Mitigation & Operating Agreement and Host Community Impact 5-Year Agreement to ensure compliance; continued communication and follow up with Project Board to ensure updating of Traffic Management Plan; review and input on CRD boards for open houses; review and input to Terms of Reference for establishment of the Liaison Committee; review and input on plans and strategy for initial road assessments

- Facilitated annual Strategic Planning session including initial strategy on subject matter; organized and facilitated senior leadership group update of Operational Strategies; updated Strategic Plan and Operational Strategies adopted by Council March 12, 2017
- Participation in various human resource issues and processes including grievance meetings; review and discussion of business cases for staffing changes; annual Performance and Development Plans completed with all senior leadership staff
- Continued participation as member of Greater Victoria Labour Relations Administrative Committee including discussions on next round of collective bargaining
- Ongoing role on Administrative Committee under the Police Framework Agreement with focus on the Efficiency Review; regular meetings with the Acting Inspector and Acting Chief for general discussion on local issues
- Initial meeting with CAOs and financial officers in the Capital Region to discuss CRD functions and review relevance and funding
- Review and approval of all public communications
- Provided ongoing administrative and strategic advice to senior leadership team
- Participation on the Regional Emergency Management Partnership Steering Committee; Strategic Plan that was developed is now adopted by the Policy Group
- Participated in working group for E & N Transit Corridor study led by Ministry of Transportation and Infrastructure

3. Other

- **Regular attendance and participation:**
 - CAO/Mayor meetings - weekly
 - Township Senior Leadership meetings - weekly
 - Esquimalt Town Square leadership group - weekly
 - McLoughlin Point Wastewater Treatment Plant leadership group - weekly
 - GVLRA Board meetings - monthly
 - GVLRA Administrators meetings - monthly
 - Local Area Administrators meetings - quarterly
 - CUPE Labour Management meetings - quarterly
 - Emergency Planning Committee meetings - annual or semi annual
- **Special Events:**
 - Presenter and keynote speaker with Fire Chief: Effective Fire Service Administration - Local Government Management Association
 - Attended event at Colville train station: Provincial Announcement on Commuter Rail - Minister Todd Stone
- **Training/Workshops/Seminars:**
 - Annual Young Anderson law seminar
 - Medical Marijuana in the Workplace - webinar
- **Operational Meetings:**
 - Meetings and conference calls with staff, consultant and legal counsel as part of moving

- forward with Esquimalt Town Square Project, remediation and servicing
- Meetings and conference calls with CRD Project Board, staff and legal in regard to McLoughlin Wastewater Treatment Plant
- Various meetings to assist and provide direction to senior staff in regard to financial plan and tax rates, various development issues, labour relations, Esquimalt Road Urban Design Guidelines, Affordable Housing Workshop and Official Community Plan review process; Asset Management strategies; Canada 150 grant application; updates to management and council policies
- Interdepartmental Development Project meetings

II. COMMITTEES

- CAO is not appointed to any internal committees, but does sit on the following:
 - Regional Emergency Management Partnership Steering Committee
 - Administrative Committee - Police Framework Agreement
 - Administrative Committee - Greater Victoria Labour Relations Committee



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Staff Report

File #:17-184

PERIOD REPORT

DATE: May 1, 2017

Report No. ADM-17-013

TO: Laurie Hurst, Chief Administrative Officer

FROM: Anja Nurvo, Director of Corporate Services

SUBJECT: Corporate Services - 2017 First Period Report

The following is a report on the activities pertaining to the Corporate Services Department from January 1, 2017 to April 30, 2017.

I. DIVISION ACHIEVEMENTS AND ACTIVITIES

1. Corporate Services

- Prepare and submit successful grant application to Municipal Insurance Association to cover legal services for preparation of updated bylaws to regulate natural water courses and storm sewers as well as home heating oil tanks, including obligations, prohibitions, enforcement and recovery of all costs of containment, clean up and restoration from responsible person(s)
- Staff completed the following:
 - 32 meetings: preparation of notices, newspaper notifications, agendas, and minutes for Regular, Special and *In Camera* meetings of Council and Committee of the Whole, including posting on website, preparation of action reports and completion of all required follow up
 - 8 proclamations prepared and posted, including on website
- Corporate Officer and Deputy Corporate Officer completed 13 electronic registrations at Land Title Office
- Corporate Officer responded to 10 requests for access to records under the *Freedom of Information and Protection of Privacy Act*; one appeal pending before Office of the Information Privacy Commissioner
- Coordinate Volunteer Recognition Event, including booking venue, catering, invitations, all logistics and follow up; successful event held April 17th at CFB Esquimalt Gunroom
- Assist with coordination of HMCS Esquimalt Commemorative Ceremony with CFB Esquimalt April 16th
- Scheduling of Mayor and CRD Board Chair meetings and Acting Mayor meetings and attendances

- Corporate Officer and Deputy Corporate Officer completed updated consolidations of Zoning Bylaw and Official Community Plan (last updated April 2016)
- Corporate Officer took part in a webinar on electronic records management system hosted by LGMA
- Staff coordinated all arrangements for Council's attendance at annual AVICC, FCM and UBCM conferences
- Administrative Assistant/Deputy Corporate Officer continued with courses towards a Diploma in Public Administration
- Continued with implementation of Records Management process including: review and inputting of Fire Department files into database, production of retention/destruction reports for 2017 municipal records, completed review and secure disposition of applicable records, and updating of RM manual and database as required
- Organize Strategic Planning session for Council, facilitate preparation of notes, updated Strategic Planning Chart and Operational Strategies for Council, staff and posting in Council Chambers and on website
- Staff made all logistical arrangements for leaves of absence for Councillor Morrison and Mayor Desjardins

2. Communications

- Continued with phase 2 of website upgrade - optimize site structure for ease of use and create a consolidated and centralized contact directory.
- Communications support to Township departments on program announcements and initiatives (Esquimalt Town Square, Esquimalt Road Urban Design Guidelines)
- Continued with program of news releases and media advisories, posting 27 news releases to the website and issuing 5 releases using regional news media contact list. Topics of news releases included:
 - Township Holds 2017 Tax Increase to 0.5%
 - Short-term Road Closures in Effect for Esquimalt 5K
 - Parking Lot Closures as Town Square Construction Begins
 - Preliminary Development Work Begins on Esquimalt Town Square
 - McLoughlin Point Wastewater Treatment Plant Open House
- Worked with departments on revising and adding web content to website; troubleshoot any issues.
- Daily updating of website home page with news and events features.
- Daily media monitoring using Google Alerts, media outlet websites and social media; forwarding information to staff where appropriate. Posting of pdf news clippings and links to internal website for staff information. A total of 29 news items were posted to the internal website during the period.
- Daily updating on internal website *The Bridge*, posting content of interest to staff, including announcements, staff moves, news items, videos, safety information, photos and photo galleries.
- On behalf of the Township, liaising with advertising representatives from print, broadcast and electronic media on major advertising opportunities.
- Advertising:

- Coordinated “Experience Esquimalt” materials for Times Colonist with a focus on March and April events in the Township (February 2017)
- Assisted with promotion of community events and media photo opportunities, posting some 34 event announcements to the website. This included:
 - New Year’s Day Levee
 - CRD public meetings on wastewater treatment
 - Esquimalt Farmers Market - Indoors
 - Emergency preparedness public presentations
 - Vimy 100 at the Bay Street Armoury
 - HMCS Esquimalt Remembrance Ceremony
- Writing assignments included speeches and speaking notes, event notices, news items, newsletter, advertising and web content.
- Editing, writing and design of March 2017 “Current” Newsletter. Stories included:
 - Feature on Esquimalt Town Square construction
 - Tax incentives available for Esquimalt Road beautification
 - Update on McLoughlin Point
 - Official Community Plan Update
 - Esquimalt Road Urban Design Guidelines
 - Service Changes to Electric Vehicle Charging Station
 - Community calendar

Communications Analytics:

- Website Google Analytics
 - 249,946 page views (209,959 last period)
 - Most page views: 1) Parks and Recreation Drop-in Schedules (8.51%), 2) Parks and Recreation Pool Schedule (6.82%), 3) Employment page (6.71%), 4) Home Page (6.58%)
- Daily monitoring of social media sites and posting of information (last period in brackets):
 - 45 (63) tweets and retweets posted to Twitter
 - 127 (142) new followers added during the period
 - 56 (75) timeline posts to Facebook during period
 - 49 (56) new Facebook likes during the period
- Legistar Analytics (last period in brackets)
 - 732 (585) total page views - all pages in the Granicus system
 - 476 (446) total visits - total number of times visitors came to the site
 - 442 (401) total unique visitors - individual views of site
 - 66% desktop, 34% mobile

3. Archives

- Municipal Archivist wrote four monthly historical articles for the Victoria News. Topics covered were: the Battle of Vimy Ridge, God's Acre and Fort Macaulay, the Esquimalt Graving Dock, and the story of HMCS Rainbow. The articles continue to receive very positive feedback from the public and the editor of the Victoria News.
- On April 9, Municipal Archivist Greg Evans and Volunteer Sherri Robinson participated in a major public event held at Bay Street Armoury to commemorate the 100th anniversary of the Battle of Vimy Ridge. A very professional display was produced for the Township which received a great many positive comments. The well organized event attracted hundreds of people.
- The Township was approved for funding from Canada 150 program, which has set the wheels in motion for a number of initiatives. Municipal Archivist will assist with organizing of Fort Macaulay Day on May 27 and the Gorge Park Regatta, scheduled for a date to be determined in August.
- Municipal Archivist made a presentation to Council at its meeting on March 20, focussing on the latest on-line photograph and textual material up-loaded to Past Perfect. Entitled Capturing Our History Phase II, an additional 1,600 images were added to the original online collection launched in 2015. The additional images have received positive public comments.
- Archives received a number of new acquisitions over this period, the most noteworthy being: a large collection of photographs depicting the extensive greenhouses that once operated on what is the site today of the Esquimalt Shopping Plaza, information on the local cannery empire operated by the Todd family, and a copy of the Archaeology Impact Assessment And Monitoring Study of the Old Songhees Reserve.
- There were 70 requests for information/assistance/support during this period, of which 30 were walk-ins. While some requests were straightforward and answered relatively quickly, others required more effort to resolve, some of which are described below. It should also be noted that requests from overseas are received on a regular basis. Research requests included:
 - the history of the Songhees First Nation in support of a major initiative to capture and present their history within the context of Esquimalt
 - a series of outdoor interpretive signs illustrating the long history of the Gorge Bridge
 - the role of women in World War I for an exhibit to be developed later in the year
 - the history of HMCS Rainbow cadets
 - BC Golf Hall of Fame and Museum in researching the history of the golf course on Macaulay Plains which was one of Canada's first golf clubs.
 - identifying a series of stained glass windows currently in the Comox United Church which appear to have been in a local Presbyterian Church which was demolished in 1936 and then taken up-island
- Research on houses, apartments and commercial buildings in Esquimalt continues to be popular with 14 requests being made.
- Township staff was provided with various historical information including: the permitting history of eight properties; photographs were taken of six houses prior to the issuing of final demolition permits; history of Buccaneer Days; assistance in a submission to the Provincial Stop of Interest Program; information on early land surveyors for the Mayor's speech to the BC Land Surveyors Association; and an overview of the history of the old public works yard behind Municipal Hall.
- A total of approximately 100 walking tour packages were handed out directly to the general public.
- Our team of six volunteers contributed a total of 577 hours. Volunteers are working on a variety of projects from creating finding aids to developing a data base for buildings permits from the 1990s.

4. Human Resources

Recruitment (Regular Positions)

The Human Resources Department has been very busy in the first quarter of 2017 with recruitment and selection process. There were 10 regular positions posted, with three still in progress, as outlined below:

Community Safety Services:

- Bylaw Management Officer

Fire Department:

- Firefighter

Information Technology:

- Information Technology Support Analyst (2 positions)

Parks and Recreation:

- Community Development Programmer
- Reception Supervisor (P/T X 2 positions)
- Program Support

Engineering/Public Works:

- Engineering Technologist I

In Progress:

- Technical Supervisor
- Finance Clerk I
- Executive Assistant

Labour Relations

The Director of HR has been working collaboratively with the Union, and as a result the Union withdrew 7 outstanding grievances in the first quarter. Two grievances regarding Letters of Warning are outstanding at Step One.

General

The Occupational Health and Safety Committees at Public Works and Municipal Hall held events to recognize National Day of Mourning - April 28, 2017.

II. COMMITTEES

- Staff acted as Recording Secretary and prepared notice, agenda, minutes of one Environmental Advisory Committee meeting during this period
- Staff acted as Recording Secretary for Labour Management Committee
- Annual recruitment for Committees, Commissions and Board - staff arranged for Council re-appointments and advertising of remaining vacancies
- Staff conducted research, obtained community groups' input and prepared report for Council on the appropriate role of the Council Liaison to advisory committees and community groups



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

Staff Report

File #:17-179

PERIOD REPORT

DATE: May 2, 2017

Report No. CSS-17-007

TO: Laurie Hurst, Chief Administrative Officer

FROM: Blair McDonald, Director, Community Safety Services

SUBJECT: Community Safety Services Department - 2017 First Period Report

The following is a report on the activities pertaining to the Community Safety Services Department from January 1st, 2017 to April 30th, 2017.

I. DIVISION ACHIEVEMENTS AND ACTIVITIES

1. Emergency Management

- **Neighbourhood Emergency Preparedness Program (NEPP)**

The NEPP program recruited two new volunteers this period and had a planning session to map out goals and objectives for the year. A NEPP Facebook page was created to advertise upcoming events and to provide additional emergency preparedness information to residents.

The NEPP facilitated several presentations and workshops including a presentation from Maria Chan, who was in the Taiwanese Earthquake, which was attended by 36 people, a presentation on what to expect the First 72 Hours after an earthquake with 12 people attending, an EP talk at the Grafton Lodge to 21 residents, a NEPP presentation for Block Watch group to 9 people, and a Tsunami Preparedness session that had attendance of 14 people.

- **Emergency Social Services (ESS)**

Two ESS volunteers were recruited in the period, and the team engaged in a planning session for 2017. The team helped to update the regional ESS supplier list, as well as updated and reviewed contents of level one kits and response protocols.

The ESS team attended a regional exercise in Saanich March 20 on how to plan for and activate reception centres.

Staff attended several ESS Directors' meetings and helped to create a work plan for regional ESS activities and exercises in 2017. The ESS Directors are coordinating a regional ESS social and training weekend in June.

The Esquimalt ESS team hosted an ESS Group Lodging Course in Council Chambers March 11.

There were no ESS callouts during this period.

- **Emergency Radio Communications**

The team continues to meet each Wednesday and participate in the Region's Net to ensure that we are able to communicate with the Province and other Regional EOC's following a catastrophic emergency.

The team assisted with the IT department's annual hardware audit for the radio room, and installed a VOIP HamWAN telephone. This will enable us to communicate via telephone with other HamWAN connected EOC's around Victoria and the Puget Sound regardless of whether cellphone towers, landline telephones and/or the Internet are down. All operators have been trained on how to connect the computers to HamWAN and how to send packet messages via HamWAN telnet if required.

The team had a successful "off the grid" exercise where all lights and other systems were running from the battery bank to ensure equipment was operational under these circumstances.

- **Administration**

Staff continues to collaborate with the Province and the Region through several meetings and initiatives. On January 12, staff had a community meeting with EMBC to help the Regional Emergency Management Partnership staff gain an understanding of the Township and its emergency program. On January 13 staff took part in a feedback discussion on the Framework for Recovery in the Event of a Nuclear or Radiological Emergency with Health Canada and the Canadian Nuclear Safety Commission. A water survey has been completed for EMBC to build a baseline of the water capacity of BC communities following a disaster. Staff has been in contact with the Resilient Communities Initiative to add emergency preparedness content to their toolkit.

Staff took part in an EOC Applied Training course on January 18 in Sooke, and a Disability Alliance of BC workshop on February 21.

On January 19, staff took part in a planning session with the Local Government Emergence Program Advisory Commission (LG EPAC) to develop the 2017 work plan. Staff continues to Chair the Evacuation Planning Working Group and has completed several deliverables including regional training templates. As a member of the Public Education Working Group, staff helped to complete edits and add new content for the most recent edition of the Regional Emergency Preparedness Workbook which is scheduled to be distributed in May.

As Vice-Chair, staff participated in several Regional Emergency Planning Advisory Commission (REPAC) meetings to help determine how the group will tie in with the new Regional Emergency Management Partnership. Staff chaired the first meeting of the year on February 2 and facilitated a discussion on next steps.

This period saw the completion of in house emergency management electronic training modules to be launched during emergency preparedness week in the next period.

The desalination unit was successfully tested March 3, and research is being conducted for a chlorination system for the unit, along with a water distribution plan.

Staff and a NEPP volunteer participated in Macaulay parent education night on March 6 to provide emergency preparedness information as well as an overview of the emergency program, and acted as an observer on March 17 during their school reunification exercise.

Work continues on a crisis communications plan in collaboration with VicPD.

- **Attachments**

- Emergency Program 2017 Work Plan (Attachment # 1)
- Emergency Program 2017 Exercise/Training Plan (Attachment # 2)

2. Bylaw Enforcement

A new Bylaw Management Officer was hired in this period. Wayne Giesbrecht comes to the Township with a wealth of enforcement and investigative experience. He is adjusting well to his new position and has immersed himself in learning the Township's bylaws.

Due to the resignation of the last Bylaw Management Officer the Township was without a Bylaw Management Officer for the month of January. An Auxiliary Bylaw Management Officer was identified and brought in on a temporary basis until the recruitment for the new full time Bylaw Management Officer could be completed. Demand for bylaw enforcement services remains strong within the Township; however, there has been a noticeable drop off in this period of both complaints and ticketing due to the lack of the full time Bylaw Management Officer. Staff expect these levels to increase in the next period.

Tempest Training - Calls for service was provided to the Bylaw Management Officer and the two Auxiliary Officers.

- **Bylaw Offence Notice (BON) Disputes**

Three BONs were forwarded to the Screening Officer level in this period. Of those, two were cancelled by the Screening Officer and one was upheld with fines being paid by the offender.

One matter was brought to adjudication hearing in this period. The adjudicator decided in favour of the accused person due to a weakness in the way the contested bylaw was written. This weakness has been addressed through a bylaw amendment.

- **Unsightly Properties**

Unsightly properties continue to be an area of enhanced enforcement.

1106 Lockley has been demolished in accordance with Council Resolution and the lot is now vacant pending action by the owners. Invoicing for work done by the Township or contractors working on behalf of the Township will be sent to the property owners in the next period.

Work continues with numerous other properties within the Township.

- **Attachments**

- Bylaw Contraventions and Complaints/Municipal Tickets and Bylaw Notices Statistics/Animal Management Report (Attachment # 3)
- Unightly Properties Chart (Attachment # 4)

3. Building Inspections

- See Attachment - Building Permits Chart (Attachment # 5)

4. Policing

Staff continues to liaise with Victoria Police Department regarding local and regional policing and public safety concerns, including the Victoria Police Department efficiency review.

The Director represents the Township at the public portion of Esquimalt and Victoria Police Board meetings.

Several meetings of the Esquimalt Community Safety Staff Working Group have taken place. This group consists of representation from Victoria Police Department, Military Police, Esquimalt Fire Rescue, Engineering and Public Works and Community Safety Services. Thus far, the group has examined multiple issues relating to safety. The creation of the Working Group allows for issues to be examined from a multi faceted standpoint and solutions arrived at fitting within each department or organization's ability to make realistic changes.

5. Business Licencing

- The first period sees a lot of business licence activity due to January typically being the renewal period. The renewal notices were sent out a month early, in December of 2016, which was well received by existing licensees. This resulted in approximately 200 "early" renewals
- There are no outstanding balances on business licences
- 681 licences issued for 2017
- 65 licences closed from 2016
- 47 new applications processed
- Active licences are displayed on website and updated every three months

6. Public Consultation and Engagement

- See aforementioned NEPP and ESS information
- Numerous consultations with public re: bylaws and bylaw enforcement
- Ongoing general informal public consultation

7. Deer Management

- Work is ongoing with UWSS to launch a Public Education campaign in the next period. Additionally, a fall deer count will be conducted in conjunction with DND.

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 and the regional Emergency Planning Advisory Commission, as well as on several regional and provincial working groups.
- The Director sits on a Provincial Local Government Bylaw Notice Enforcement Act Working Group.
- The Director chairs the newly formed Community Safety - Staff Working Group.
- The Director chairs the Esquimalt Emergency Planning Committee

Esquimalt Emergency Program 2017 Work Plan

Program Area	Objective	Supporting Goal	Performance Measures
Emergency Plans	Update emergency plans and procedures	Completion of: <ul style="list-style-type: none"> Update Emergency Response and Recovery Plan Update Evacuation Plan Update HRVA/ Community Risk Assessment 	<ul style="list-style-type: none"> # completed plans # of items approved by Emergency Executive Committee and Council
EOC Training	Coordinate EM training for staff and volunteers	<ul style="list-style-type: none"> In-House EM Training Roll out of E-Learning Modules ESS training for Rec staff 	<ul style="list-style-type: none"> # of training sessions held # of staff trained # of staff trained in ESS
Exercises	Coordinate exercises for staff, volunteer and partner agencies	<ul style="list-style-type: none"> Tabletop inter-agency exercise (Emergency Planning Committee) – Evacuation Based EOC exercise for EOC Team BC Shakeout Exercise for departments 	<ul style="list-style-type: none"> # of exercises # of participating staff # of participating agencies
EOC Preparedness	Equip secondary EOC at Public Works	<ul style="list-style-type: none"> Secure equipment for secondary EOC Table top exercise and set up of EOC 	<ul style="list-style-type: none"> Time / ease of setting up EOC Exercise Evaluation
Neighbourhood Emergency Preparedness Program (NEPP) /Public Education	Promote emergency preparedness in Esquimalt	<ul style="list-style-type: none"> EMBC campaign and ShakeOut BC Coordinate with neighbourhood agencies Participation in local events Public and Grade 4 Education sessions Neighbourhood Damage Assessment Training 30 minute information sessions 	<ul style="list-style-type: none"> # of public awareness sessions held # of public participating # of events attended # of social media interactions # of students at presentations # social media interactions
Volunteer Components: Emergency Social Services (ESS), Emergency Radio Communications (ERC), (NEPP)	Develop annual work plan for volunteer teams	<ul style="list-style-type: none"> Recruitment of ESS and ERC Teams Develop overall ESS Plan Regional ESS and Communications Exercise Inventory of supplies / equipment 	<ul style="list-style-type: none"> # volunteers recruited/trained # participants in exercises Completion of additional supplier and facility use agreements
Communications	Selection of Mass Notification System (MNS)	<ul style="list-style-type: none"> Test comparable MNS systems Emergency Communications Plan 	<ul style="list-style-type: none"> # of volunteers and staff reached Cost savings and new features
Desalination Unit	Ensure readiness for long-term use in an event	<ul style="list-style-type: none"> Testing schedule Purchase of water storage equipment Continued Training of Esquimalt staff / volunteers Develop water distribution plan 	<ul style="list-style-type: none"> # of successful tests Amount of equipment purchased and tested # of trained staff and volunteers
Regional Emergency Management (EM)	Ensure Esquimalt representation in regional EM initiatives	<ul style="list-style-type: none"> Contribute to working groups and outcomes of regional plans, projects, and exercises (LG EPAC, REPAC, REMP) 	<ul style="list-style-type: none"> # working group memberships # meetings attended # completed projects
Staff Preparedness	Ensure staff are safe, prepared and able to respond in an emergency	<ul style="list-style-type: none"> Contests, incentives, information sessions Grab n Go kits for staff 	<ul style="list-style-type: none"> # staff that participate # staff with emergency kit

Esquimalt Emergency Program Emergency Training/Exercise Outline - January 2017 – Dec 2017

Date	Item	Time	Participants	Notes
Feb 2017	Desalination Unit testing and training	2 hours	Public Works/ Other available Staff/volunteers	Quarterly Testing and Training – any staff that have interest / are available to learn operation of unit
Mar 2017	EOC Readiness	1 Hour	Emergency Manager, IT	Test Primary EOC Equipment, Sat Phone
Apr 2017	Emergency Planning Committee Meeting	1 hour	Emergency Planning Committee	Emergency program updates, approval of 2017 work and exercise plans, tabletop exercise
Apr 2017	Rec Centre ESS Training	30 min - 1 Hour	Esquimalt Rec Staff	Overview and expectations during use of facility as reception centre for Emergency Social Services
Apr 2017	Training – Intro to Emergency Management	1 Hour	EOC and Esquimalt Staff	Face-to-Face reinforcement of Emergency Preparedness and Intro to EM E-learning modules
May 2017	Esquimalt Emergency Stakeholder Meeting	3.5 hours	Esquimalt Staff, Emergency Volunteers, Council, Community Orgs.	Annual Emergency stakeholder meeting: meet and greet; short presentations on emergency management initiatives in Esquimalt and the Region
May 2017	Desalination Unit testing and training	2 hours	Public Works/ Other available Staff	Quarterly Testing and Training – any staff that have interest / are available to learn operation of unit
May 2017	Training – Intro to ICS and EOC	1 Hour	EOC Staff	Face-to-Face reinforcement of Intro to ICS and EOC E-learning modules
May 2017	Emergency Planning Committee Meeting	1 hour	Emergency Planning Committee	Emergency Program Updates and Emergency Communications and Water Distribution Plan Review
June 2017	Training – EERP and Business Continuity Plan	1 Hour	EOC Staff	Face-to-Face reinforcement of EERP and Business Continuity Plan E-learning modules
June 2017	Communications Exercise	1 Hour	EOC Staff	Functional exercise to test Emergency Communications Plan
June 2017	Evacuation Training	2 Hours	Esquimalt Staff	Training program for evacuation procedures and toolkits
June 2017	Desalination Unit testing and training	2 hours	Public Works/ Other available Staff/ volunteers	Quarterly Testing and Training – any staff that have interest / are available to learn operation of unit
July 2017	Training – EOC Exercise	1 Hour	EOC Staff	In-house EOC exercise to reinforce E-modules, or as a refresher
Aug 2017	Training – Damage Assessment	2 hours	Damage Assessment Staff	Overview of damage assessment methods, guidelines, and toolkits

Esquimalt Emergency Program Emergency Training/Exercise Outline - January 2017 – Dec 2017

Date	Item	Time	Participants	Notes
Aug 2017	EOC readiness – Secondary site	1 Hour	EOC Staff and IT	Testing and set up of equipment and materials at public works yard.
Sep 2017	Training – Intro to Emergency Management	1 Hour	EOC and Esquimalt Staff	Face-to-Face reinforcement of Emergency Preparedness and Intro to EM E-learning modules
Sep 2017	EOC Readiness	1 Hour	Emergency Manager, IT	Test Primary EOC Equipment, Sat Phone
Oct 2017	Training – Intro to ICS and EOC	1 Hour	EOC Staff	Face-to-Face reinforcement of Intro to ICS and EOC E-learning modules
Oct 2017	Earthquake Exercise	1.5 hours	EOC Staff	Partial Functional exercise with EOC set up to coincide with Shakeout BC; tabletop scenario
Oct 2017	Earthquake Exercise	15 minutes	Outside Staff (Public works and Parks)	Outdoor staff to check in with supervisor; to coincide with Shakeout BC Drill
Oct 2017	Earthquake Exercise	30 minutes	Rec Staff	Evacuation / test of earthquake plan for Recreation and Archie Browning Centres
Oct 2017	Desalination Unit testing and training	2 hours	Public Works/ Other available Staff	Quarterly Testing and Training - any staff that have interest / are available to learn operation of unit
Oct 2017	Emergency Planning Committee Meeting	1 hour	Emergency Planning Committee	Debrief of ShakeOut Exercises, evacuation tabletop exercise
Nov 2017	Training – EERP and Business Continuity Plan	1 Hour	EOC Staff	Face-to-Face reinforcement of EERP and Business Continuity Plan E-learning modules
Nov 2017	Regional Evacuation Exercise	2 Hours	Regional EM Stakeholders	Exercise to test regional protocols, procedures, and toolkits
Dec 2017	Emergency Planning Committee Meeting	1 Hour	Emergency Planning Committee	Discuss and review 2017 work plan; develop 2018 work plan and training / exercise schedule
Dec 2017	EOC Readiness	1 Hour	Emergency Manager, IT	Test Primary EOC Equipment, Sat Phone

Bylaw Enforcement
2017 – 1st period

	2016 1 st Period	2017 1 st period	2016 Year to Date	2017 Year to Date
Total Bylaw Contraventions and Complaints Investigated	209	118	209	118
➤ Streets and Traffic	66	54	66	54
➤ General Bylaw Inquiries	46	17	46	17
➤ Maintenance/Nuisance Property/Noise Bylaw	30	27	30	27
➤ Zoning Bylaw	13	1	13	1
➤ Business License	20	1	20	1
➤ Building	10	9	10	9
➤ Animal Control	8	3	8	3
➤ Park Maintenance & Tree Protection	6	2	6	2
➤ Assist Third Party Agencies	5	0	5	0
➤ Secondary Suites	5	4	5	4
Concluded Investigations	182	89	182	89
Active Investigations	27	26	27	26
BON's & MTI's Issued	113	63	113	63
➤ Total Maximum Fine Value	6300.00	2620.00	6300.00	2620.00
➤ Total Paid	2877.50	840.00	2877.50	840.00
➤ Total Outstanding	3422.50	1780.00	3422.50	1780.00
➤ Positive Resolution	68%	50%	68%	50%
➤ Outstanding Tickets	32%	50%	32%	50%
➤ Tickets Disputed	-	3		3
➤ Tickets Cancelled	7	7	7	7
➤ Warning Tickets (not included in "issued" total above)	-	51		51

Animal Control	2016 1 st Period	2017 1 st Period	2016 1 st Period	2017 Year to Date
➤ Dog Tags Sold	1119	1091	1119	1091
Incidents Investigated by Victoria Animal Control	107	175	107	175
➤ Dogs at Large	17	13	17	13
➤ No Leash	24	33	24	33

➤ No License	20	14	20	14
➤ Barking/Noisy Dogs	8	4	8	4
➤ Dog Attacks (on animals)	1	3	1	3
➤ Dog Attacks (on humans)	2	1	2	1
➤ Cats at Large	9	7	9	7

Actions taken by VACS	2016 1st Period	2017 1st Period	2016 Year To Date	2017 Year To Date
➤ Verbal Warnings	32	34	32	34
➤ Written Notices	16	1	16	1
➤ BON Written	11	1	11	1
➤ Animals Impounded	21	17	21	17

Maintenance of Property Bylaw Activities

	Address	Communication	Status	Pending Result
1.**	1100 Block Craigflower	File on going for at least 5 years. Order in place but also an extensive legal opinion. On going issues with multiple vehicles on parcels. Ongoing face to face meetings with homeowner.	Vehicles are 'licensed'. No evidence that home owner conducting business. Property not unsightly other than vehicles. Limited enforcement available	Ongoing.
2.**	1100 Block Lockley	Lengthy file.	Concluded.	House is torn down.
3.**	1200 Block Lyall Street	Multiple complaints. Files ongoing for 5 years. Letter sent to property owner in October 2016 and again in March 2017. Order in place.	Contractor hired to do yard clean up. Completed. Much more work is required on yard and house. Property is an SOS on walking tour.	Ongoing. Will need to go in with contractor again. Will need to do something with handrails, balconies, and items under porches and derelict vehicle
4.	900 Block Selkirk	Letter sent July 3; Follow up Letter July 31, 2014 as work done was inadequate.	Additional pruning undertaken at the request of Public Works to facilitate the installation of new sidewalks.	Ongoing monitoring of vacant lot. Contacted construction company that owns the lot on April 25 to do their bi-annual clean up.
5.**	1000 Block Colville Rd.	Letter sent to property owner August 18, 2014 and again in the fall 2016. Ongoing and frequent verbal communication and face to face meetings with the property owner /	There has been some minor movement forward with clean up.	Ongoing work with homeowner to see if we can gain voluntary compliance to an acceptable level.

Maintenance of Property Bylaw Activities

		occupant		
6.**	800 Block Craigflower	Letter sent to homeowner/ occupant February 2017. Several face to face meetings with homeowner and his son since March 2017.	There has been movement forward in the clean up of this property but file has been ongoing for 3 years.	Ongoing. Hoping movement forward continues to an acceptable level of bylaw compliance.
8.	1000 Block Tillicum	Telephone conversations with complainant and absentee homeowner. Homeowner contacted his property maintenance company and corrected issues	Concluded	Concluded
9.**	600 Block Grenville	Ongoing since 2016. Original letter requesting compliance was in September 2016. Subsequent letter was in December 2016. Assigned to WG April 2017.	File was left dormant but issues still exist. April 24 contacted owner. Owner says he never received letters or a BON. New letter giving to May 23, 2017 for clean up.	In all likelihood will require a council resolution.
10.	800 Block Ellery	Complaint of "used car lot" unlicensed vehicles in yard. Contact made with homeowner and site visit completed.	One unlicensed vehicle in front and one in back. One in front for sale and one in back to be licensed soon for daughter.	No issue. Will be concluded in approximately a week.
11.	1100 Block Craigflower.	Construction materials on vacant lot. Telephone contact made with lot owner.	Materials were left by new construction next door. Lot to be built on starting in the	Will be concluded when construction starts.

Maintenance of Property Bylaw Activities

			next month.	
12.	400 Block Fraser	Unsightly premise. Site visit completed and card left at property	No contact with homeowner yet. Property sold in January 2017. Very well kept house and property – grass is just a bit long.	No issue. Certain that new owner will cut grass when contact is made.
13.	800 Block Dunsmuir	Unsightly/nuisance. Yard and house in very bad condition. Vehicles, bins, containers, trash, overgrowth.	Site visit and spoke with owner when call came in and again April 20	Concluded. House has been sold to a developer and homeowner and guest will be out April 28.
14.	800 Block Colville	File dates back 5 years. Council resolution January 2015.	Assigned to WG for follow up April 25, 2017. New pictures taken – problem still exists.	Ongoing.
15.**	1000 Block Arcadia	File going for 3 years. Very bad yard with overgrowth, cans, bottles and misc. items everywhere in back and side yards. Complaints date back to 2013. Council resolution in March 24, 2015..	Assigned to WG April 25. New pictures taken.	On going.
16.	1000 Block Colville	File #1552	Not currently assigned.	

Permit Type Issued	2016 – 1 st period		2017 – 1 st period		2017 Year to date Total	
	No.	Value (\$)	No.	Value (\$)	No.	Value (\$)
Commercial	-	-	-	-	-	-
Industrial	6	3,819,310.00	2	37,410.00	2	37,410.00
Institutional	-	-	-	-	-	-
Duplex - Demolition	-	-	-	-	-	-
Duplex Alteration/Additions	1	2,500.00	2	24,000.00	2	24,000.00
Duplex New	-	-	-	-	-	-
Single Family New	1	198,209.67	8	1,721,000.00	8	1,721,000.00
Single Family Alterations	14	468,000.00	15	363,616.00	15	363,616.00
Single Family Additions	1	12,000.00	3	162,000.00	3	162,000.00
Single Family Demolition	-	-	5	5,000.00	5	5,000.00
Multiple Family New	-	-	-	-	-	-
Multiple Family Alterations	2	6,050.00	3	36,000.00	3	36,000.00
Multi Family Demolition	-	-	-	-	-	-
Sign Permit	-	-	1	25,000.00	1	25,000.00
Miscellaneous Permits Chimney/Insert	3	10,100.00	-	-	-	-
Total	28	4,516,169.67	39	2,374,026.00	39	2,374,026.00
Building Permit Fees		46,853.95		30,345.80		30,345.80
*Plumbing Permits	29		34		34	

*[note- number of plumbing permits issued only]

FYI - INDUSTRIAL Permits Breakdown

BP013758 - Demo Permit - 825 Admirals Rd - Move First Aid & Safety Building - \$1,000.00

BP013717 – Building Permit - 905 Ellery St - Office Renovations - \$36,410.00

Infrastructure Deposit of \$2500.00 taken on 15 of the 39 permits issued



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

Staff Report

File #:17-159

PERIOD REPORT

DATE: May 2, 2017

Report No. FIN-17-007

TO: Laurie Hurst, Chief Administrative Officer

FROM: Ian Irvine, Director of Financial Services

SUBJECT: Financial Services and Information Technology Departments - 2017 First Period Report

The following is a report on the activities pertaining to the Financial Services and Information Technology Departments from January 1, 2017 to April 30, 2017.

I. DIVISION ACHIEVEMENTS AND ACTIVITIES

1. Budgeting, Financial Reporting and Accounting Operations

- Draft budget was prepared during the period of January to March. This involved the compilation of departmental submissions, senior management discussions, and the formalization of recommendations to Council.
- Various presentations to Council including a budget overview, challenges, and a policy and objectives review. The draft 2017-2021 Financial Plan and a range of tax rate scenarios were presented to Council with both required bylaws adopted prior to the end of April.
- Provided year end reconciliations and draft financial statements to our auditors for their review, testing and issuance with their audit opinion of our financial position expected in May.
- Assisted the Recreation Department with the configuration and monitoring of the PerfectMind application to ensure financial information was accurately and completely captured in the Township's financial system. Worked with the Recreation and IT departments to initiate the rollout and configuration of online registration functionality.
- Completed the configuration and rollout of the new budget software application for use during the 2017 process. During the remainder of 2017, we will be implementing enhancements to improve the functionality and reporting capabilities in advance of the next budget cycle.
- Entered into an agreement with AON Insurance for the Township's property insurance coverage. The agreement requires a two year commitment and provides a 14% reduction in premiums from the previous agreement.

2. Risk Management

- There are no new significant or unusual liability claims with the Municipal Insurance Association

3. Information Technology

- An IT visioning survey was sent to senior staff and the results were compiled by an external provider. The feedback provided will help guide the department in the short and long term.
- Assisted with the site preparations for the Esquimalt Town Square project. This involved working with other departments and contractors to coordinate the relocation of the transformer and backup generator with little or no impact to Township operations.
- Deployed a mobile display system within the Fire Department. This system is designed to display real time information in the Chiefs' offices and the foyer regarding the status of incidents and the deployment of equipment.
- Received feedback from the external consultant that was responsible for updating the Township website. The recommendations were documented and a plan is being created to incorporate them into future website updates.
- The department opened 374 internal support requests during the period with 356 tickets, or 95%, being closed during the same period.

II. COMMITTEES

- The Local Grant Committee met in February to review all 2017 local grant funding requests. The Committee's recommendations were approved by Council in March and the total approved amount was included within the adopted 2017-2021 Financial Plan.



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

Staff Report

File #:17-196

PERIOD REPORT

DATE: May 3, 2017

Report No. DEV-17-027

TO: Laurie Hurst, Chief Administrative Officer

FROM: Bill Brown, Director of Development Services

SUBJECT: Development Services - 2017 First Period Report

The following is a report on the activities pertaining to the Development Services Department from January 1, 2017 to April 30, 2017.

I. DIVISION ACHIEVEMENTS AND ACTIVITIES

1. Rezoning Applications/Official Community Plan Amendments/Temporary Use Permits

- In addition to processing applications submitted previously, the Department received two new rezoning applications in the first period.
- (New) 460/464 Head Street - A proposal to rezone two parcels bounded by Head Street and Lyall Street located immediately adjacent to the recently approved West Bay Triangle to accommodate a five storey, 16 unit commercial and residential mixed-use building incorporating 4 commercial tenancy spaces on the first storey and 12 residential units above.
- (New) 780 Dominion Road - A proposal to rezone an existing detached dwelling for a children's day care.
- 101 Island Highway - A proposal to convert the current tourist accommodation use of the property (Econo-Lodge), to commercial and residential mixed-use.
- 455 Nelson Street - A proposal to rezone to allow a two-lot, infill subdivision. The rezoning amendment bylaw was adopted by Council on April 3rd.
- 468 Head Street - West Bay Triangle - A proposal for a commercial and residential mixed-use development including 6 commercial tenancy spaces and 73 residential multi-family units.
- 856 & 858 Esquimalt Road - Temporary Use Permit Renewal to allow continuation of the

Commercial/Industrial Parking for Moving Trucks (for 2 Burley Men Moving Ltd.) at this location. Staff are waiting for property owner compliance with Council request for 'landscaping barrier'.

- 910 McNaughton Avenue - A proposal to rezone to allow a two lot, infill subdivision.

2. Development Permit Applications

- In addition to the existing development permit applications that Development Services continues to process, the Department received twelve new applications in the first period.
- 337 Victoria View Road - 108 ML Waste Water Treatment Plant. The development permit for the Waste Water Treatment Plant was approved by Council February 27, 2017.
- 429 Lampson Street (English Inn) - Development permit application for approximately 180 residential units, a new spa, and additional hotel rooms in the new north wing.
- (New) 455 Nelson Street - Development Permit for a two lot, infill, subdivision.
- (New) 468 Head Street - Development Permit to authorize the form and character including landscaping for a commercial and residential mixed-use development including 6 commercial tenancy spaces and 73 residential multi-family units.
- (New) 533 Admirals Road - Form and character of new signs (Tudor House Liquor Store).
- 851 Coles Street - (Infill home) Development Permit Amendment to accommodate changes to windows, removal of the basement and associated landscaping changes.
- 519 Foster Street - (Four-unit Townhouse) Development Permit Amendment requested to accommodate minor changes to cladding materials and landscaping to accommodate grading issues.
- 616/620 Lampson Street - (New Address - 618 Lampson St. - DP issued April 5, 2017) (form and character of 12 Townhouse development).
- (New) 808 Viewfield Road - Form and character of new signs (Trampoline facility).
- 826 Esquimalt Road - (30-unit apartment) - Development Permit Amendment has been submitted to address technical building issues that generated need for minor amendments to design of building and improvements to pedestrian and cycling access to the building.
- 910 Yarrow Place - Development permit for placement of new single family dwelling in Gorge Waterway development permit area no. 4. Approved by Council February 6, 2017, issuance is pending receipt of landscape deposit.
- (New) 910 McNaughton Avenue - Lot A - Development Permit to authorize form and character

of proposed infill home including landscaping.

- (New) 910 McNaughton Avenue - Lot B - Development Permit to authorize form and character of proposed infill home including landscaping.
- (New) 910 McNaughton Avenue - Subdivision
- (New) 1122 Craigflower Road - Form and character of new single family dwelling
- (New) 1151 Colville Road - Form and Character for a new duplex.
- 1235 Esquimalt Road - Esquimalt Town Square - Mixed Use Commercial - Residential
- (New) 1235 Esquimalt Road - Excavation of contaminated soils
- (New) 1235 Esquimalt Road - Signs illustrating the design of the Esquimalt Town Square.
- 1310 Esquimalt Road - Development Permit and Development Variance Permit - Red Barn Market - follow up and file administration.
- (New) 1318 Esquimalt Road - Form and character of new sign

3. Development Variance Applications

- In addition to continuing to process existing Development Variance Permit applications, three new Development Variance Permit Applications were received during the first period.
- (New) 398 Constance Avenue - setback variance for a deck.
- 429 Lampson Street (English Inn) - several minor variances are required in order to accommodate proposed design elements.
- 846 Viewfield Road - Variance to area of sign copy.
- 910 Yarrow Place - Setback variance for placement of new single family dwelling.
- (New) 1036 Munro Street - Setback variance for a shed.
- 1041 Wurtele Place - Setback variance for larger replacement decks on existing building.
- 846 Viewfield Road - Variance to area of sign copy.
- 910 Yarrow Place - Setback variance for placement of new single family dwelling. Approved by Council February 6, 2017.
- (New) 445 Head Street - Variance to allow a short term recreational vehicle parking space with

a grade of 9.5% and retaining walls reaching 1.5 metres in places.

4. Heritage Alteration Permits

- No new heritage alteration permits were received.
- 429 Lampson Street (English Inn) - application for minor alterations to the exterior of the English Inn. The proposed alterations to the exterior of the building will be sympathetic to the original architecture.

5. Subdivision Applications

- Three new subdivision applications were received during the first period. Staff continued to process existing applications.
- (New) 455 Nelson Street - Two-lot residential subdivision.
- 622 Admirals Road - Legion - Subdivision for road widening - on hold pending receipt of civil engineering plans.
- (New) 910 McNaughton - Two-lot residential subdivision.
- (New) 1258 Esquimalt Road - Lot line adjustment.
- 1385 Tree Bank Road West - Three-lot subdivision - on hold pending receipt of engineering plan for retaining wall and revised cost estimates for servicing.

6. Other Planning Projects

- Esquimalt Town Square - Reviewed development permit application.
- Worked with the CAO and the development consultant for the Esquimalt Town Square project to finalize the various agreements related to the construction of the new library.
- Worked with Urban Forum Associates to organize two open houses related to the draft Esquimalt Road Urban Design Guidelines.
- Participated in meetings to determine a dispute resolution process for the proposed Regional Growth Strategy.
- Staff met with Corporate Services and Parks and Recreation staff on implementation of a Canada 150 grant to celebrate Esquimalt heritage with the Canada sesquicentennial celebration.
- Coordinated with Engineering Services in the public realm redesign of both Gore Street and the

east end of Lyall Street in West Bay to accommodate public and private realm design improvements associated with the redevelopment of the West Bay Triangle lands.

7. Consultation

- 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.
- Updated BC Assessment regarding the number and scope of approved development proposals within the Township.
- Worked with a local business to acquire a BC Liquor Control and Licensing Branch - 'Picnic Area Endorsement License'.

8. Official Community Plan (OCP) Review

- Continued with OCP Review Phase 4 (September 2016 - May 2017) "Policies & Guidelines - Development".
- Held 18 meetings to review and revise new OCP policies.
- Consulted on the future needs for school facilities and support services with the principals for Macaulay Elementary School and Rockheights Middle School.
- Updated the project web pages (www.esquimalt.ca/communityplan <<http://www.esquimalt.ca/communityplan>>).

9. Economic Development

- EDS 5.3.1 - Promote Esquimalt as "place to visit" (ongoing): Updated the Esquimalt portion of the revised 2017 "Destination Victoria" Map with new photos.
- Met with the CAO and Communications Coordinator on various economic development initiatives.

10. Sustainability

2016 Climate Action Revenue Incentive Program (CARIP) reporting:

- Carbon tax grant reporting completed. Grant equaled \$31,769 and will be placed in the Sustainability Reserve Fund.
- Collected data to complete corporate operations Greenhouse Gas Emissions Inventory reporting by June 1st.

- Began drafting the Public Report and Climate Actions Survey to be submitted to the Province by June 1st.
- Completed a review of the Electric Vehicle Charging Station use and prepared a bylaw amendment to the "Fees and Charges (Miscellaneous) Bylaw, 2016, No. 2874. The amendment is to add a fee of \$1.00 per hour for electric vehicle charging beginning July 1, 2017.
- Reviewed and provided feedback on the Draft CRD Climate Projections Report.

11. Geographic Information System (GIS)

- Developed programs that enable the enhance use of the GIS for managing infrastructure.
- Worked on creating greater integration between the GIS and Tempest.
- Provided digital data to the Integrated Cadastral Information Society.
- Worked on creating greater integration between the Computer Aided Design (CAD) system ant the GIS system.
- Created and updated online maps.
- Created specific thematic maps for staff.
- Responded to external requests for GIS data.

12. Other

- Registered seventeen (17) Notices with Land Title and Survey Authority
- 948 Aral-Handling development variance permit for setback variances
- Reviewed forty-eight (48) Business License Applications for Zoning Compliance
- Many telephone and counter enquiries - realtors, owners and potential buyers
- Updated West Bay kiosk monthly, and when extra posters received
- Continued to discuss Hither Green Park redesign.
- Completed 11 plan checks.

13. Training

Staff attended the following training sessions:

- March 9th - Meeting: CRD Climate Action Inter-Municipal Working Group
- April 18th - Building Neighbour-to-Neighbour Connections - Round Table
- February 28th - Staff Training - Webinar - The Energy Step Code & the Future of BC's Built Environment
- March 3rd - Staff Training - Review of property title(s) to ensure appropriate registration of legal charges (S.219 Covenants etc.) - Carvello Law Corporation

- Young Anderson Municipal Law Seminar
- LEED workshop

II. COMMITTEES

Advisory Planning Commission

- The Advisory Planning Commission met twice in the first period and reviewed 5 applications

Design Review Committee

- The Design Review Committee met four times in the first period and reviewed 6 applications.

Environmental Advisory Committee

- Community Development Coordinator, staff liaison to the Environmental Advisory Committee, attended 1 meeting and provided more than 17 hours of support to the committee.

Board of Variance

- One new Board of Variance Application was received.
- On April 5, 2017, the Board convened to hear an application from Greg Long for a relaxation of the front lot setback at 1000 Dunsmuir Road. The Board ordered that the variance be granted.



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

Staff Report

File #:17-194

PERIOD REPORT

DATE: May 8, 2017

Report No. EPW-17-018

TO: Laurie Hurst, Chief Administrative Officer

FROM: Jeff Miller, Director of Engineering and Public Works

SUBJECT: Engineering and Public Works - 2017 First Period Report

The following is a report on the activities pertaining to the Engineering and Public Works from January 1, 2017 to April 30, 2017.

I. DIVISION ACHIEVEMENTS AND ACTIVITIES

1. Sanitary Sewers

- 7 service laterals installed/replaced this period (total for the year = 7).
- Test and clear inspection as and when required.
- 1 manhole replaced this period (total for the year = 1).

2. Pump Stations

- Crews have been carrying out routine maintenance activities.
- Preparing annual maintenance program for pump maintenance and controls inspection.
- Program also includes coordinating similar activities for View Royal pump stations.
- Developing scope of work for Seahaven pump station valve replacement.
- Developing scope of work for lockout locations on the various stations.

3. Storm Drains

- 3 service laterals installed/replaced this period (total for the year = 3)
- Test and clear inspections as and when required.
- 0 manholes replaced this period (total for the year = 0).
- Program for catch basin cleaning was initiated. Work to be done in the second period.
- Working with CRD and other municipalities to develop a joint training program for spill response training.

4. Waste Management

Waste Water - inflow and Infiltration

- Staff is working on development of the parameters of the approved strategy with a report being prepared in the second period of 2017.

- A Request for Proposal for modeling of the sanitary collection system is to be released and interpretation of smoke testing results to take place in the second period of 2017.

Liquid Waste Management Plan

- Working with CRD/Project Board/Contractor staff on review of traffic management plan.

Integrated Watershed Management

- Staff participating as a member of the committee.
- Working with CRD on the development and implementation of common design guidelines for storm water management.

5. Roads

- Snow and Ice Control programs carried out as required.
- Pothole repair being carried out as required.
- Determining the project scope for a dedicated pothole repair project was initiated. Project will be carried out through the year.
- Spring sweeping program initiated.
- Annual line painting contract to be awarded in second period. Work to be completed in the second period.
- Crack sealing program being reviewed. Program to start in the second period.
- Carried out surface restoration for third parties.
- Approximately 115 tonnes of asphalt placed for the period (total for the year = 115 tonnes).

6. Traffic Management

- Preliminary preparation work was initiated on the traffic count analysis and various other studies for potential corridor modification.

7. Sidewalks - Maintenance

- Carried out surface restoration for third parties.
- Approximately 30 cubic meters of concrete (includes curb and gutter and sidewalk panels) was placed (total for the year = 30 cubic meters).
- Approximately 110 linear meters was replaced for the period (total for the year = 110 linear meters).

8. Sidewalks Ramps

- Program will be undertaken in the second period.
- 2 to 3 locations have been identified.

9. Trip Hazards

- As per Council Policy PLAN-17 Sidewalk Maintenance, trip hazard inspection survey has been completed.
- Second year of three year cycle.
- Survey determined that there are:
 - 9 - No. 1 trip hazards (1 completed to date)
 - 82 - No. 2 trip hazards

- 154 - No. 3 trip hazards
- Work will begin in the second period for correction of the hazards.

10. Bus Shelters

- Normal maintenance schedule underway.
- Includes refuse collection, graffiti removal and power washing of the shelters and sidewalks adjacent to them.

11. Solid Waste Management

Garbage and Kitchen Scraps Collection

- Operations normal
- Number of additional garbage and organic bins purchased to the end of period = 11 (total additional bins purchased since 2014 = 187).
- Tonnage of garbage waste stream collected for period = 346.08 (total for the year = 346.08).
- Tonnage of kitchen scraps collected for period = 181.61 (total for the year = 181.61).
- Total Tonnage for year = 527.69 (total for same period 2016 = 500.53).
- CRD is continuing the program processing of kitchen scraps in/out of region locations.
- No updates have been provided by the CRD on the possibility of combining kitchen scraps, bio solids and yard/garden waste. Staff will continue to work on this initiative with CRD.

Yard and Garden

- Operations normal
- Usage of transfer station during period: January to March
 - Esquimalt residents = 4,401 (total for the year = 4,401).
 - View Royal residents = 2,506 (total for the year = 2,506).
 - Commercial = 52 (total for the year = 52).
 - Tonnage removed from site = 352.54 (total for the year = 352.54).
 - Tonnage removed in 2016 first period = 363.77 (total for 2016 = 2,268.20).

Recycling

- Operations normal
- Staff preparing a new contract for tender in the second period for Township recycling collection.

12. Fleet

- Operations normal
- Fleet purchases for 2017:
 - Van
 - Bylaw truck
 - ¾ ton truck
 - Crew cab with dump box
 - Lateral service cleaner
 - Parade float
- Working to develop specifications and tender packages for fleet purchases.

- Developing three concepts for Float for review with Council and public.
- A Request for Information was issued for the availability of electric powered light and medium duty trucks. No responses were received.

13. Work for Others

- Work orders for call outs and/or repairs at View Royal pump stations for the period = 1 (total for the year = 1).
- Work orders issued for asphalt/sidewalk repairs following work by other utilities for the period = 36 (total for the year = 36).
- Work orders issued for sanitary and storm services to accommodate new development in the period = 7 (total for the year = 7).

14. Capital Projects

14.1 Aerial Photograph Update

- Will coordinate with CRD for the updated photograph in the second period.

14.2 Corridor/Traffic Study

- Corridor and traffic studies for: Lampson Street, Tillicum Street, Lyall Street and traffic counts are to be combined and issued as a request for proposal in the second period.

14.3 Multiple Storm Drain/Sanitary Sewer Main Replacements

- Various sections of main line (storm/sanitary) will be removed and replaced.
- Determining scope of work and replacement strategy.
- Locations: McNaughton Street, Esquimalt Road, Lampson Street and Lockley Road Corridor.

14.4 Review of Public Works Fuel Tanks

- The study will review the integrity of the fuel tanks at Public Works and confirm the condition of the tanks.
- Preparing a Request for Proposal in the second period of 2017.

14.5 Inspection of Masonry Structures

- An inventory of the masonry structures has been completed.
- In the second period of 2017 a consultant will be retained to assist in the assessment of the structures.

14.6 Municipal Hall Upgrade

- The flooring in the Municipal Hall requires upgrading due to its age and usage.
- In addition the common areas of the Hall require painting.
- Preparing a request for quotation for the second period of 2017.

14.7 Replacement of Emergency Generator at Public Works

- This project will upgrade the emergency generator to ensure that the public works operations and secondary emergency operations centre will not be impeded by a lack of

power.

- The review of power requirements has determined that current generator is undersized.
- Have begun the preparation of a scope of work for replacement of the generator.

14.8 Colville/Hutchinson Intersection Upgrade

- This project is for upgrade of the intersection of Colville and Hutchinson to facilitate pedestrian movements and bus stop shelters.
- The project was completed in the first period of 2017.

14.9 Municipal Hall HVAC Control System Replacement

- Started the preparation of a scope of work for replacement of the HVAC control system.

14.10 West Bay Walkway Realignment

- Conceptual plan for realignment of path has been determined.
- Preliminary scope of work for storm main replacement developed.
- Preparing scope of work of project.
- Construction expected in second or third period.

14.11 Public Works Yard Card Access System

- Scope of work to be determined in the second period.
- Installation is scheduled for the second period of 2017.

14.12 Street Light Replacement Program

- Scope of work for yearly program to be completed early in second period.
- Construction will occur either second or third period.

14.13 Sidewalk Capital Program

- This project increases the sidewalk network in length and improves connectivity.
- The program will see the installation of a concrete sidewalk on Wychbury Avenue between Kinver Street and Lampson Street.
- The 2016 project (between Old Esquimalt Road and Esquimalt Road - 832 Esquimalt Road) has been carried forward and will be undertaken in 2017.
- Construction will occur in second/third periods.

14.14 Sidewalk Replacement Program

- This project sees existing sidewalks upgraded to current standards.
- The 2017 project is on Head Street from Paradise Street to Gore Street.
- The project is expected to be carried out in the second/third period.

14.15 Road Corridor Program

- This program will see the update of various road corridors for both above/below surface infrastructure.
- Roads included in the program are: Cave Street, Colville Road, Comerford Street, Devonshire Road, Effingham Street, Grenville Avenue, Lampson Street, Old Esquimalt

Road, Park Terrace and Woodway Road.

- The first phase will see geotechnical and pipe infrastructure investigations to identify condition.
- Work to be carried out in the second/third period.

14.16 Crosswalk at 1100 Block of Esquimalt Road

- Carried out review of crosswalk locations between Admirals Road and Fernwood Road.
- This review looked at utilization of the various locations for crossing Esquimalt Road.
- In the second period a preliminary plan will be developed for discussion with Council on crosswalk locations for this section of the Esquimalt Road.

14.17 Esquimalt Road Improvements

- Funding was approved for curb paint removal along with weed control. This work will be completed early in the third period.

14.18 ETAG

- Work continues as required.
- Working group formed to review how work is to be carried out.

14.19 Esquimalt Town Square Project Advancement

Brown Field Remediation

- Remediation project was initiated.
- This project will see the removal of contaminated soil within the building footprint.
- Also working on risk assessment component of remediation plan.

Electrical Service Relocation

- Emergency generator, charging station and transformer have been relocated to new locations.
- Relocation of fiber optic line was also initiated and will be completed in the second period.

Storm and Sanitary Relocation

- Working with consultant to develop relocation alignment and tender package.
- Tender package to be issued early in the second period.

14.20 Head Street and Esquimalt Road Intersection

- Scope of work will be developed for the upgrading of lights/poles for the intersection.
- Scope of work will be completed in the second period.
- Design is to be initiated in the third period.

14.21 Lockley Road/Intervale Road Sidewalk Adjustment

- Conceptual design of sidewalk adjustment has been completed.
- Scope of work and design was completed in the first period.
- Construction is to be initiated in the third period.
- Speed control measures will be added once the request for speed measures is completed.

14.22 Inflow and Infiltration Control Program

- Will issue Request for Proposal for sanitary collection modelling in the second period.
- Will prepare a draft bylaw for Inflow and Infiltration Control for discussion in the second period.
- Pilot project for inspection chambers and cameraing to be initiated in the second period.

14.23 Traffic Orders

- Program for implementation from Traffic Control Review report (EPW-16-001) has been initiated. This program will review and correct conditions that were rated high.
- All the very high conditions have been addressed.
- Number of traffic orders issued this period = 6 (total for the year = 6).

15. Development Applications

- Number of development applications for engineering comments this period = 10 (total for the year = 10).
- Number of building permit applications for engineering comments = 38 (total for the year = 38).

II. COMMITTEES

- No 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 #:17-186

PERIOD REPORT

DATE: May 02, 2017

Report No. P&R-17-006

TO: Laurie Hurst, Chief Administrative Officer

FROM: Scott Hartman, Director of Parks and Recreation Services

SUBJECT: Parks and Recreation Department - 2017 First Period Report

The following is a report on the activities pertaining to the Parks and Recreation Department from January 1, 2017 to April 30, 2017.

I. DIVISION ACHIEVEMENTS AND ACTIVITIES

1. Parks Services

- There were 28 tree removal and 14 pruning permit applications submitted. All 42 permits were approved
- Park Bookings:
 - Saxe Point Park - 3 weddings, 1 picnic
 - Esquimalt Gorge Park - 3 bookings
 - Bullen Park - 30 bookings (weather caused many cancellations)
 - L'Ecole Brodeur - 56 bookings
 - Highrock Park - 1 event
- Pruned 70 municipal trees
- Removed 14 municipal trees
- Planted 38 municipal trees
- Area around the washrooms at Saxe Point Park was cleared for better sightlines
- 2 picnic tables and a bench installed at Gorge Park
- Drainage was installed in the meadow of Highrock Park
- Non-slip mesh was installed on Sioux Place pedestrian bridge at Gorge Park
- Rail fencing at Captain Jacobson Park was refurbished
- Park signage posts at Fleming Beach and Lampson Little League were replaced

2. Recreation Services

Fitness and Sports

- Registered Fitness classes continue to show higher registration numbers, registrations grew to

720 this year, up from 600 in the same period in 2016.

- The 2017 Esquimalt 5K was held on April 8th. 420 runners participated in the 5K and 100 children participated in the 1K Kids Run. This year the route was reversed and festivities were held at the Sports Centre.

Maintenance

- A number of ceiling pot lights have been converted over to LED lights replacing fluorescent light bulbs at the Recreation Centre.
- A new shutter door was installed in the skate shop.
- New LED light panels were installed in the front office at the Sports Centre.
- Curling ice was removed March 20th after the last bonspiel.
- Hockey ice was removed April 3rd after the Cougars finished their playoff games.
- Repairs to the Zamboni gate entering the hockey rink have been completed.

Marketing & Registration

- Online registration was implemented for select programs including the Esquimalt 5K, Bloomin' Beautiful Gardening Workshops & Summer Camps.
- 1,584 people have created accounts to register online.
- 10,000 postcards highlighting summer camp online registration are being distributed through Recreation and Sports Centre facilities and local businesses.
- 2,000 copies of a summer camp print publication, highlighting all camp offerings through the department, have been distributed.
- Esquimalt Parks & Recreation platforms continue to engage more followers with 4,217 followers on Twitter, 3,891 on Facebook and 972 on Instagram.
- Email newsletters continue to be well received with a 44% open rate (19% higher than the industry benchmark of 25%).

Preschool, Children and Youth Services

- Registration for next year's Out of School Care is full with a waitlist.
- This Spring Break we offered 2 Playground Camps, 1 OSC Licensed Camp and 2 Specialty Camps. All Camps were full with 92 children. This is an increase from 60 children last year.
- Youth Services programs are seeing an average of 20 youth participating in After School "Ravens Club" for Grades 6-8 (at Rockheights School) and up to 38 youth in Teen Night (at the Recreation Centre) for Grades 9-12.

Arts, Culture, Social & Special Interest Programs

- A new creative arts pilot project called ArtLab was launched in January with funding from the United Way. ArtLab is an after-school creative arts studio for kids and youth offered on

Tuesdays. ArtLab is facilitated by one of our creative arts instructors and guest artists have been invited once each month. This program has been extremely popular, averaging 22 participants each week and reaching an age group that has been difficult to engage in the past. We are offering new activities that inspire creativity, promote confidence and provide time for young people to socialize.

- The Creative Arts, Social & Special interest portfolio experienced huge growth overall, with 150 courses running and 1035 registrations in 2017 compared to 95 courses running with 670 registrations in 2016.
- Music classes grew in popularity for all age groups with 185 registrations in 2017 (guitar, ukulele, maracas and percussion) compared to 90 registrations in 2016.
- Participation in Visual Arts classes doubled, with a total of 325 registrations in the 2017 reporting period compared to 160 registrations in 2016.
- Youth participation in creative arts programming increased with 75 registrations in 2017 compared to 15 registrations in 2016.
- New courses offered in this time period:
 - Adults: Intro to colour for absolute beginners, watercolours inspired by famous artists, Latin Dance, IPad intermediate level, Intro to Japanese, American Sign Language, Flavours of Punjab Part 2, and American Sign Language
 - School-aged: ArtLab and American Sign Language
 - Preschool: Voyage en Francais for families
- We hosted our first kids art show, Dreamtime, at the Esquimalt Library March 10-31, with an opening reception on March 10. The show included 38 art pieces by 22 students enrolled in our kids Sunday morning Drawing and Storymaking classes. 60 people attended the opening reception.

Community Development and Events

- Approximately 700 people attended “Esquimalt Parks & Recreation Family Day” on Monday February 13th. With the assistance of a \$1000 grant from the Provincial Government, this free community event focused on family friendly activities. This year we included a family yoga class, family pickleball and family archery tag to our list of annual activities such as the bouncy castle, free family swim, free family skate and face painting. Community partners included the Esquimalt Lions Club who hosted a BBQ by donation, the Esquimalt Anglers sponsored the free family swim and Complete Vending supplied the coffee & tea.
- The annual Esquimalt Photography Club Spring Photo Show was held at the Recreation Centre from March until mid-April. Ballots were available for people to vote for their favorite picture and the results will be posted to the website in May.
- Branch Out! International Day of Forests Event was held on March 21st at Gorge Park. The focus of this event was on younger children and families and included information and

instruction on planting techniques for preschoolers.

- Both of the Gigantic Garage sales were a success with 25 vendors at the Kid's Garage Sale on February 18th and 90 vendors for the general garage sale on April 1st.
- Esquimalt Recreation celebrated National Poetry Month for the first time this year. A "Poet-tree" was erected in the Recreation Centre that encouraged visitors to write poems on paper leaves to help our tree grow.
- The Annual Esquimalt Lions' Easter Egg Hunt occurred on Sunday April 16th. The event included entertainment, crafts, face painting, kid's races, the bouncy castle and an Easter egg hunt. Approximately 600 people participated.
- The 5th Annual Earth Day Event was held on April 19th. This event drew over 800 people to Highrock Park to participate in tree planting, invasive species removal, trail building, goat feeding and learning opportunities provided by the many exhibitors at the event. Exhibitors for the event included: Parks Canada, Bartlett Tree Services, Compost Education Centre, FUN Society, HCP and the CRD. Partnerships that helped make the event a success were with: Simply Pure Water, Starbucks, Bartlett Tree Services, Kimoff, South Island Ferns and Country Grocer.
- Our Volunteer Appreciation event occurred on April 27th to celebrate National Volunteer Appreciation Week. Approximately 50 program and community event volunteers attended the event that took place in the ABSC Lounge.
- The Free Community Tax Clinics had 4 volunteers working to file over 280 returns for local community members free of charge.

Archie Browning Sports Centre

- The Archie Browning Sports Centre hosted 6 adult curling bonspiels during this time period.
- The Jr Curling Nationals were held at Archie Browning Sports Centre on January 21 - 29. Approximately 1000 people were in the building over the 9 day event.
- Roller Derby Game was held in the Archie Browning Sports Centre Curling Rink on April 1. There was a crowd of 600 people for this event.
- Gorge Soccer Association held their annual awards banquet in the Curling rink on April 12 with 450 soccer players and their families in attendance.
- The Military Tattoo was held in the Arena on April 22nd with 300 people attending.

Arena Programs

- The New Years Levee saw 90 people enjoying a festive afternoon skate.
- The Coast Capital Free Skate and Spring Thaw took place on April 1st. This annual event had 110 people attend; this is up from 86 in 2016.
- Sticks and Stones Drop-In Curling program doubled in participation this year going from 8 participants weekly to 16, with all ice sheets used.

II. COMMITTEES

- The Parks & Recreation Advisory Committee met on April 26, 2017.



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

Staff Report

File #:17-193

PERIOD REPORT

DATE: May 03, 2017

Report No. FIRE-17-002

TO: Laurie Hurst, Chief Administrative Officer

FROM: Chris Jancowski, Fire Chief

SUBJECT: Fire Department - 2017 First Period Report

The following is a report on the activities pertaining to the Fire Department from January 01, 2017 to April 30, 2017.

I. DIVISION ACHIEVEMENTS AND ACTIVITIES

1. Operations Division

Call Type and Volume	
Alarm calls	38
Assist public	27
Burning complaints	4
Hazardous materials	5
Structure fires	5
Other fires	15
Other responses	0
Medical aid	418
MVI	12
Rescue	2
Electrical emergency	6
Total Period	532
Responses YTD	532

Routine Activities	
Assist other agencies	0
Bylaw inquiries	1
General inquiries	5
Oil tank inspections	7
Placed on standby (C.S.R.)	0
Plan review	2
Public ed. / hall tour	3
Fire investigations	0
Business licenses	8
Car seat inspection	2
Total Period	28
Activities YTD	28

- Noteworthy Emergency Responses:
 - February 24, 2017, the Department responded to the BC Hydro Sub-Station located on Devonshire Road. The initial response was assisted by CFB Esquimalt and resulted in locating an electrical fault that caused a large scale power outage lasting for several hours.
 - March 16, 2017, the Department responded to a report of a structure fire in the 1100 block of Esquimalt Road. The quick call to 911 along with a rapid response, limited the fire damage to the kitchen area of a unit within a multi- residential building.

2. Community Services

Prevention Activities

In January, Community Services initiated a project to start the conversion of our current Excel database for fire inspections into FDM (Fire Department Management) Software. This conversion will take several months as it requires assistance from ECOMM, Saanich Fire and our Fire Department staff time. The intended outcome is an interconnected data-base that is searchable and linked to our digital property files.

In February, the Department published our first Captains' handbook. This handbook provides a guide on essential company officer administrative tasks. It will also be incorporated into the training and development of new Acting Captains.

During the first three months in 2017, the Department created and submitted another 24 pre-incident plans. They will be linked to property files and be available from the apparatus while responding to emergency events.

Assistant Chief Saurette has continued the development of our "*Fire Prevention Fact Sheets*". These provide a quick reference for firefighters while participating in company

inspections. All Platoons have started the year with a continued focus on inspection. The table below illustrates activities by each platoon:

2017 Company Inspections			
Platoon	Total Premises	Inspections Completed	Inspections Ongoing
A	145	55	90
B	140	25	115
C	132	55	55
D	131	14	137

During the first months of 2017, the Platoons continued the returning of keys to several buildings within the Township. Starting in 2017, the department will no longer be carrying individual property keys on fire apparatus as an increased step towards safety and security.

3. Department Services

In January, the Department participated in user feedback for proposed new MDT (Mobile Data Terminal) Software. This proposed software will be used by departments within the Capital Regional District and Greater Vancouver Region. The Department's Gas Detection devices were replaced in January. These devices are commonly used to test unknown atmospheres, carbon monoxide and confined spaces. The new gas detection devices will reduce the costs of maintenance and provide increased reliability.

In February, the Department reviewed and updated the New Firefighter Fire Apparatus Driving Program. This updated program provides requirements for education, skills and a graduated orientation to become a driver/operator. In addition to this program for new drivers, the Department hosted a "*Pro Tips*" workshop for each platoon. These workshops assisted in standardizing driver skills while providing best practices for experienced driver/operators.

In the first several months of 2017, the Department continued with a focus on firefighter medical aid skills. These skills included an external update of CPR and AED skills. The Vancouver Island Emergency Response Academy delivered these skills to each platoon. The Department also began a pilot for a Fire Department Nasal Naloxone Protocol. The training provided for this pilot was provided by VIHA (Island Health Authority). This year long pilot is supervised under our medical director, Dr. Allan Holmes from Iridia Medical Services.

In March, the Department installed an in-station MDT (Mobile Data Terminal). This terminal is web-based and provides members with the ability to see incoming emergency calls while in-station. In addition to early notifications, the software provides live updates of emergency and fire apparatus locations. In early April, the Department installed a new MDT into Engine 1. This terminal will provide mapping, property and updates from Dispatch. In addition, it will allow our officers to accurately record benchmark (on-route and on-scene) times.

The Department has completed our first regional joint recruitment process with Oak Bay Fire Department. This multi-month project has resulted in an eligibility pool of prospective new

firefighters that will serve both Departments for the next twenty four months. With this new list our Department will immediately fill one vacancy due to a retirement.

II. COMMITTEES

Esquimalt Fire Department members are actively involved with numerous local and regional initiatives, including:

- Greater Victoria Fire Chiefs' Association
- British Columbia Fire Chiefs' Association
- CRD Regional Hazardous Materials Response Planning Committee
- Greater Victoria Fire Training Officers' Association
- Fire Training Officers' Association of BC
- Fire Prevention Officers' Association of BC
- Greater Victoria Fire Prevention Officers' Association
- Department Safety Committee
- BC Burn Fund

In addition to the various committees listed above, the Department has also been participating in ongoing regional discussions regarding fire service agreements. These discussions involve other regional fire departments expressing their interest in participating in the new Regional Fire Service Agreement.