



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 28, 2018

5:45 PM

Esquimalt Council Chambers

1. CALL TO ORDER

2. LATE ITEMS

3. APPROVAL OF THE AGENDA

4. STAFF REPORTS

- 1) [18-233](#) Strategic Priorities 2015 - 2019

Attachments: [Strategic Priorities Chart](#)

- 2) [18-234](#) Operational Strategies 2018 First Period Updated Chart

Attachments: [Operational Strategies - 2018 - 1st Period Updated Chart](#)

- 3) [18-242](#) CAO - 2018 First Period Report, Staff Report ADM-18-017

- 4) [18-240](#) Corporate Services - 2018 First Period Report, Staff Report ADM-18-018

- 5) [18-186](#) Community Safety Services - 2018 First Period Report, Staff Report CSS-18-009

Attachments: [Esquimalt Emergency Program 2018 Work Plan](#)
[Esquimalt Emergency Stakeholder Agenda - April 27 2018](#)
[VIEP Conference 2018 Schedule](#)
[2018 1st Period Report - Bylaw Enforcement](#)
[2018 1st Period Report - Unsightly Properties Chart](#)
[2018 1st Period Report - Building Permits Chart](#)

- 6) [18-219](#) Financial Services and Information Technology Departments - 2018 First Period Report, Staff Report FIN-18-010

- 7) [18-220](#) Development Services - First Period Report 2018, Staff Report DEV-18-031

- 8) [18-244](#) Engineering and Public Works - 2018 First Period Report, Staff Report EPW-18-022

- 9) [18-247](#) Parks and Recreation Services - 2018 First Period Report -- Staff Report P&R-18-007

- 10) [18-215](#) Fire Department - 2018 First Period Report, Staff Report FIRE-18-002

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



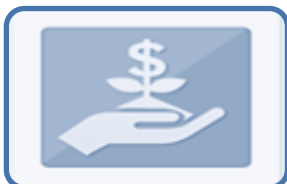
We continue to enhance the health and liveability of the community

- Support community growth, housing 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 to improve community space
- Proactively address emerging trends in public safety



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 actively market opportunities in the Esquimalt Village 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

- Proactively plan for 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, housing and development consistent with our Official Community Plan (OCP)		
Proactively address potential increased movement on E&N rail corridor (including parking strategy)	Engineering & Public Works	Reviewing information as it becomes available this information will be used for development of a course of action.
Consider establishment of Social Planning Committee	Corporate Services Development Services	This will be considered following the adoption of the new OCP.
Develop strategy for private use of public lands	Community Safety Services Development Services	At present, all residential land owners who's land abuts Township land have been sent a letter advising them that they do in fact abut Township land and that if they currently have any personal property on Township land, it is to be removed. Also, that no further incursion onto Township land will be allowed.
Consider establishment of Housing Task Force after adoption of OCP to research and recommend sustainable and inclusive housing strategies	Development Services	Will be considered following the adoption of the OCP
Adopt and implement updated OCP including all DP Guidelines	Development Services	The Public Hearing is scheduled for May 28, 2018.
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	Project with traffic studies underway. As work proceeds, these practices will be reviewed and implemented.
Integrate Bike Lanes with consideration of CRD Master Cycling Plan	Engineering & Public Works	Project with traffic studies underway. As work proceeds, these practices will be reviewed and implemented.
Engage with stakeholders and user groups to ensure input is considered	Engineering & Public Works	As projects come forward engagement will be carried out with user and stake holder groups.
Utilize groups as needed for referral and recommendation on accessibility issues (i.e. Recreation Integration Victoria)	Engineering & Public Works Parks & Recreation	As projects come forward engagement will be carried out with user and stake holder groups.
Consult with Esquimalt Chamber of Commerce on installation of additional	Development Services	Consultation will occur as development proposals are considered.

Operational Strategies 2015 - 2019

bike racks in commercial areas		
Build a vibrant and sustainable arts, culture and heritage community		
Review and update public art policy	Parks & Recreation Development Services	Directors will meet to discuss process to update the policy.
Parks and Recreation enhancements and strategic parkland acquisition and expansion		
Continue to implement a multi-year upgrade and replacement of Township playground areas (Hither Green & Little League)	Parks & Recreation	Design plans will be developed for public consultation in the Fall.
Facilitate and conduct public consultation for McLoughlin Point Amenity Reserve Funds	Parks & Recreation	Round One engagement findings were presented to Council. Round Two engagement activities will begin by the end of May.
Continue with opportunity to replenish Parkland Acquisition Fund	Parks & Recreation Financial Services	Work is ongoing. An RFP for the Lampson Park property is in process with Development Services.
Increased engagement with Parks & Recreation Advisory Committee	Mayor & Council Parks & Recreation	Council referred the OCP for comments to the P&R Advisory Committee.
Ensure heritage values are considered in land use decisions		
Training for Advisory Planning Commission members on Heritage Values	Development Services	Will be done in the fall after the new members term starts.
Complete 2 additional statements of significance in accordance with the Heritage Policy	Development Services	The Statement of Significance for Saint Peter's and Saint Paul's church was approved by Council on May 7, 2018.
Support food security and initiatives to improve community spaces		
Explore opportunities for community gardens	Parks & Recreation	Staff are working with the new Community Garden Society for expansion and upgrades at Anderson Park.
Promote awareness of urban farming opportunities	Development Services	The proposed OCP contains an entire section on urban agriculture. Also, when meeting with developers they are encouraged to incorporate garden plots in new developments.

Operational Strategies 2015 - 2019

Proactively address emerging trends in public safety		
Ensure compliance with Victoria and Esquimalt Police Framework Agreement	CAO Community Safety	Request for additional officers as presented did not conform with Framework Agreement and has been referred to Director of Police Services for review.
Establish regulations for legalization of marihuana	Community Safety Human Resources Development Services	This initiative is being led by Development Services through the Zoning Bylaw; public hearing is scheduled for the second period.
Research opportunities for public alert system	Community Safety	The Federal Government is moving towards a nation wide public notification system; Alert Ready. This system is in the early stages of development. Township Staff are exploring other potential options and partnerships with surrounding Municipalities for a system that will allow Esquimalt specific messaging.

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	Follow up report will be prepared during the second period which will outline the current level of funding provided and will seek Council's direction regarding next steps.
Explore and identify efficiencies between local and regional initiatives	**staff responsibility dependent on specific initiative	Ongoing collaboration between the Township and CRD municipalities in the area of emergency management by way of coordinated training and public education.
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	Staff will be asking Council for a resolution to apply for funding on May 28, 2018.
Consult and engage with First Nations on economic development and planning initiatives	Development Services	How to do this the best way will be part of the C to C discussions.
Advocate with intergovernmental entities to promote issues affecting Esquimalt		
Utilize larger organizations to advocate with other levels of government (AVICC/UBCM/FCM)	Mayor & Council	During the first period there was one item referred to AVICC (Dogwood Initiative).
Work with Federal agencies to ensure coordination of development projects and mitigation of impacts	Mayor & Council	Council and senior staff continue to meet on a regular basis to discuss projects of mutual interest; most recently the Corvette Landing development.
Clarify and establish Esquimalt position on Victoria & Esquimalt Police Board	Mayor & Council CAO	This will form a part of the review being conducted by Police Services.
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	Discussions with the SD's are ongoing. Regional collaboration continues with other P&R municipalities.

Operational Strategies 2015 - 2019

Continue to enhance use of social media as engagement tool	Corporate Services	Increased number of posts with images to increase traffic to FaceBook and Twitter; implemented weekly posting schedule.
Promote emergency preparedness through shared initiatives and training	Community Safety	During this period, the Township has hosted several regional training sessions, participated in regional and provincial working groups, and coordinated the Annual Esquimalt Emergency Stakeholder Forum.
Utilize Community Safety Working Group on issues impacting the community	Community Safety	In this period, the group has dealt with several properties that generate multiple complaints; numerous issues of signage location and design throughout the Township; graffiti; and truck traffic routing relating to the WWTP.
Consultation with stakeholders on McLoughlin Point amenities including First Nations, CFB Esquimalt, residents associations, School Districts, PAC	**responsibility varies and will involve multiple departments	Phase 1 of community consultation has been concluded and reported to Council. Phase 2 has now commenced and will continue through the summer.

Operational Strategies 2015 - 2019

RESILIENT AND DIVERSE ECONOMY

Operational strategies	Responsibility	Progress
Continue to work with development partner on Esquimalt Town Square Project		
Obtain Certificate of Compliance	Engineering & Public Works	Finalizing submission package with submission in second period.
Monitor construction of new library space	Development Services	Construction of the library has not yet started.
Finalize storm and sanitary servicing	Engineering & Public Works	Tender package for this work is expected to be released in second period with completion in the third period.
Ensure regular community updates on ETS progress (timelines/status in newsletters)	Development Services Corporate Services	Spring Newsletter included feature article on ETS update; live web cam of site and updated project schedule is available on website.
Implement Economic Development Strategy		
Review and update economic development strategies and action plan including measurables	CAO Development Services	Staff will bring a proposed process to Council for discussion.
Engage consultant to develop Communications and Marketing Strategy and materials	CAO Development Services	The request for proposals will be completed as soon as the OCP is adopted.
Utilize relationship with Urban Development Institute as additional input and resource for economic development, including workshop session	CAO Development Services	Several attempts have been made to meet, however, due to scheduling conflicts we have not yet met.
Prepare business case outlining options for enhanced economic development	CAO	Membership with South Island Prosperity Project is under review and they are scheduled to present to Council June 11. Further options will be considered subsequent to membership consideration in first quarter of 2019.
Utilize relationship with Esquimalt Chamber of Commerce to increase engagement with local businesses	**responsibility varies and will involve multiple departments	In first period, Chamber was involved and specifically invited to provide input on initiatives such as Amenity Fund consultation and OCP input.

Operational Strategies 2015 - 2019

Support revitalization and beautification initiatives along Esquimalt Road		
Promote Revitalization Tax Incentive Program	* as part of EDS marketing strategy	This initiative has been promoted in the first period as part of various print material publications.
Enhanced maintenance along Esquimalt Road corridor	Engineering & Public Works	Work to be carried out as per approved budget levels.
Refer Cigarette Butt program to Environmental Advisory Committee for recommendations and options	Development Services	This will be discussed at the next Environmental Advisory Committee meeting.
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	Revisions to 5 Bylaws, 4 Council Policies and 1 Management Policy were prepared and approved during this period.
Consider improvement to user services on website to make more accessible	Corporate Services	Preliminary work with consultant to optimize overall site map for website for improved ease of use.
Encourage and facilitate community involvement that supports non-governmental initiatives		
Recruit volunteers for ETAG (Esquimalt Together Against Graffiti)	Engineering & Public Works	Recruitment drive will occur in the second period.
Coordinate with Esquimalt Chamber of Commerce to connect with local businesses on major initiatives	Mayor & Council CAO	In first period, Chamber was involved and specifically invited to provide input on initiatives such as Amenity Fund consultation and OCP input.

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 Development Services	This will be done once the main part of the building is under construction.
Ensure Township representation continues on committees (technical & community)	Engineering & Public Works	Staff continues to sit on community liaison and technical committees which meet on a regular basis.
Work with CRD to ensure protection and enhancement of existing infrastructure	Engineering & Public Works	Work through the technical committee to review proposed work and protection/enhancement of existing infrastructure
Explore local initiatives for other waste streams	Engineering & Public Works	Staff participates through various CRD committees. As new initiatives are brought forward, staff is participating in development or implementation. RFP for IRM strategy for Township to occur in the second period.
Identify infrastructure repair and proactively plan for replacement needs		
Implementation of Inflow and Infiltration management plan and evaluation of underground infrastructure	Engineering & Public Works	Working on scope of work for modelling component. Continue to develop policy for cost sharing model for inflow and infiltration.
Continued implementation of sidewalk master plan	Engineering & Public Works	Preparing for construction of new and replacement sidewalk projects in second and third periods.
Continued implementation of roadway master plan	Engineering & Public Works	Work for storm/sanitary main inspection and cleaning will continue through the first and second periods.
Continued implementation of street lighting improvements and upgrades	Engineering & Public Works	Project will take place in the second period.
Public consultation for McLoughlin Point Amenity Reserve Fund (PSB)	Fire Chief	Round Two engagement activities will be underway by the end of May.
Identify long term financial requirements for infrastructure		
Complete and update infrastructure and asset inventory	Financial Services Engineering & Public Works Parks & Recreation	Information of linear and vertical assets is continued to be collected and sorted into data bases.

Operational Strategies 2015 - 2019

Development of asset management strategy and plans	Financial Services Engineering & Public Works Parks & Recreation	Preliminary asset management philosophy and strategies has been completed. A RFP for consultant was released in the first period. Work to start in the second and third periods
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CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

Staff Report

File #:18-242

PERIOD REPORT

DATE: May 22, 2018

Report No. ADM-18-017

TO: Mayor and Council

FROM: Laurie Hurst, Chief Administrative Officer

SUBJECT: CAO - 2018 First Period Report

The following is a report on the activities pertaining to the CAO's Office from January 1, 2018 to April 30, 2018.

I. DIVISION ACHIEVEMENTS AND ACTIVITIES

1. Legislative

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

2. Operations

- Ongoing overview of Esquimalt Town Square; staff meetings to ensure completion of on site remediation; interpretation of contracts and agreements, facilitate legal review as necessary; ongoing discussions regarding library design
- Continue to oversee property management of 1237-1243 Esquimalt Road until demolition; public engagement on future use is now entering phase 2
- Continuing liaison with Project Manager for McLoughlin Point Wastewater Treatment Facility and Macaulay Point pump station improvement projects; coordinated feedback for Macaulay Point design project
- Commenced organization of regional council orientation to follow local government elections in October; venue and speakers are booked and invitations to other municipalities in the region have been issued
- Facilitated annual Strategic Plan update session including initial development of topical subjects; organized and facilitated senior leadership group update of Operational Strategies adopted by Council February 26
- Worked with four other municipalities to review, develop, issue and evaluate joint request for proposals for fire dispatch services; Council approved contract award March 12; ongoing work with the group on transition of service from Saanich to Surrey
- Participated as member of the working group for community consultation on McLoughlin amenity fund; phase 1 input completed and presented to Council; currently working

with project group on launch of phase 2 consultation

- Met with Provincial regulatory staff in regard to site specific building regulations, timelines for development and general process discussion
- Completed annual Employee Development and Work Plans with all senior leadership staff
- Participated as a member of the Administrative Committee for the Framework Agreement to discuss and attempt resolution on budget issues for additional resource requests; no resolution at Committee and now issue resides with Director of Police Services for decision
- Extensive review and input on format and structure of the draft Official Community Plan for review by Council
- Worked with Emergency Management BC staff as member of Regional Emergency Management Partnership on concept of operations process
- Attended and participated in preparation meetings with GVLRA and other municipal employers in relation to CUPE Local 374; active bargaining began January 17 and continued May 3 and 4; agreement at the joint table has yet to be reached
- Discussed various topics with senior staff to provide strategic input: private use of public lands, tourism advertising, staffing positions/personnel issues, legalization of cannabis, budget development, communication and marketing, various development proposals
- Participated in various grievance meetings; one grievance remains outstanding with IAFF union
- Review and approval of corporate public communication materials

3. Other

- **Regular meeting attendance and participation:**
 - CAO/Mayor - weekly
 - Senior Leadership group - weekly
 - Esquimalt Town Square status/updates - weekly
 - GVLRA Board - monthly
 - Te'mexw Treaty Advisory Committee - monthly
 - Local Area Administrators - quarterly
 - CUPE Labour Management - quarterly
 - Emergency Planning Committee - semi annually
- **Special Events:**
 - 2018 CAO Forum - presented as panel member - New Council Orientations
 - Annual Esquimalt Emergency Program Stakeholder Forum
- **Training/Workshops/Seminars:**
 - Improving the Effective Team - facilitated session for senior leadership team
 - Annual Young Anderson Law Seminar
 - Rapid Damage Assessment training
 - Tabletop exercise Ammonia Exposure Control Plan
 - Emergency Operations Centre Essentials - attended 2 day training workshop as refresher course

II. COMMITTEES

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



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Staff Report

File #:18-240

PERIOD REPORT

DATE: May 22, 2018

Report No. ADM-18-018

TO: Laurie Hurst, Chief Administrative Officer

FROM: Anja Nurvo, Director of Corporate Services

SUBJECT: Corporate Services - 2018 First Period Report

The following is a report on the activities pertaining to the Corporate Services Department from January 1, 2018 to April 30, 2018.

I. DIVISION ACHIEVEMENTS AND ACTIVITIES

1. Corporate Services

- Staff completed the following:
 - 33 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 late items, action reports and completion of all required follow up
 - 12 proclamations prepared and posted, including on website
- Corporate Officer and Deputy Corporate Officer completed 9 electronic registrations at Land Title Office, and commissioned 18 documents for members of the public
- Corporate Officer responded to 13 requests for access to records under the *Freedom of Information and Protection of Privacy Act*; two appeals to Office of the Information Privacy Commissioner were successfully completed and were subsequently elevated to formal inquiry by the applicant; Township prepared written submission and responded to applicant's submission; currently awaiting a decision from the assigned investigator
- Administrative Assistant/Deputy Corporate Officer continued with courses towards a Diploma in Public Administration, completing her last 3 required courses; and is in the process of obtaining her Certified Municipal Clerk designation through the International Institute of Municipal Clerks, which is associated with LGMA of BC
- Staff attended training by Local Government Management Association of BC (LGMA) on Corporate Officer Bootcamp, Elections Workshop, Administrative Professionals Workshop, and participated in FOI and Archives webinars
- Staff completed EOC Essentials and Applied Training as well as EOC Information Officer training as backup
- Director held training sessions for staff on Freedom of Information and Protection of

Privacy; a total of 20 staff attended, from all departments

- All Corporate Services staff attended training session with consultant on implementation of pilot electronic records structure for Departmental records; staff have been transferring existing files and preparing new files into the new electronic structure
- Staff coordinated 4 Mayor's Open Door meetings, registration and all arrangements for travel and accommodation for 2018 Conferences for Council
- Staff coordinated and organized annual Volunteer Recognition Dinner, Base/Township Luncheon, 2 Police Board meetings, and Council's participation in several community events and parades
- Executive Assistant participated in ongoing training for providing assistance to and acting as backup for Communications Specialist
- Chief Election Officer and Deputy have commenced arrangements for the 2018 local government election, including preparing required revisions to the Cost Sharing Agreement with the School Board as well as to the Elections and Council Procedure Bylaws
- Director, as Secretary to the Vancouver Island Chapter of LGMA of BC, participated in the organization of the annual Conference and attended the Conference held this year in Parksville.

2. Communications

- Ongoing support and promotion of community events through Township communications channels, including website, newsletter and social media, including: Tsunami Preparedness Information Session, Chamber of Commerce Social Media Seminar, Heritage Week: Pup-up Archives, McLoughlin Amenity Funds Ideas Fair, CRD Community Information Meeting: Macaulay Point construction, HMCS Esquimalt Commemorative Ceremony, Watch Commander's Open House, Esquimalt's Earth Day Celebration
- Coordinated editorial in the March 2018 "Experience Esquimalt" a quarterly feature page in the Victoria Times Colonist, showcasing the 5K event as well as other community events, and including a "So Easy to Explore" banner ad
- Layout, design and revisions of Official Community Plan document
- Worked with Mayor on a variety of writing assignments, including monthly Victoria News columns, annual address, speeches and presentations
- Continued with program of news releases and media advisories, posting 33 news items to the website and issuing five releases using the regional news media contact list
- Website home page refreshing of content and working with various departments on revising and adding web content
- Daily media monitoring using Google alerts, media websites, and social media, forwarding information to senior staff when appropriate; 72 news items were posted to the internal staff website (The Bridge) during the period
- Liaise with advertising representatives from print, broadcast and online media on advertising opportunities
- Started preparation of the 2017 Annual Report including obtaining content from all Departments
- Coordinated, wrote and designed the Township's 2018 economic development

advertising for Invest in BC magazine, the Times Colonist's "Progress" magazine and Coho magazine

- Editing, writing and design of May 2018 "Current" newsletter. Stories included:
 - McLoughlin Amenity Funds update
 - OCP Update
 - McLoughlin Point construction update
 - New signage at Highrock Park
 - New walking tours brochure
 - Community Calendar

Communications Analytics:

- Website Google Analytics
 - 258,330 page views (212,081 page views last period)
 - Top three page views: 1) Parks and Recreation, 2) Parks and Recreation drop-in schedules, 3) Home Page
- Daily monitoring of social media sites and posting of information (last period in brackets)
 - 132 (64) tweets and retweets posted to Twitter
 - 311 (114) new Twitter followers added during the period
 - 123 (96) timeline posts to Facebook (period 1 2018)
 - 139 (51) new Facebook likes during the period

Note: Compared to other municipalities in the CRD (not including City of Victoria), the Township of Esquimalt is ranked #1 in Twitter followers and #3 in Facebook likes.

- Legistar Analytics (last period in brackets)
 - 1160 (521) total page views (all pages in the Granicus system)
 - 550 (288) total visits (total number of times visitors came to the site)
 - 476 (288) total unique visitors - individual views of the site
 - 73% (74%) desktop, 27% (26%) mobile

3. Archives

- There were 56 logged in requests for information, 4 image permission to use requests and 40 walk-in requests for service. There were a number of simple requests, received by phone or email, and answered immediately with no requirement for further research to be done.
- Undertook a Pop-Up Archives in the Municipal Council Chambers during Heritage Week, February 21st.
- Displays in Municipal Hall lobby cabinets were changed twice during this period to reflect municipal events - during Heritage Week for Indigenous History theme, and during Buccaneer Week and May Day.
- New major acquisitions included: records of the Esquimalt Garden Club, collection of material from the Yarrows Drawing office from BC Museum & Archives, Colonist Newspaper positive sheets - 1941, large collection of material from June Halbert family covering her years as Councillor 1990-1993, and Esquimalt Chamber of Commerce records.
- Assistance was given to a number of realtors calling about the age and history of houses they were selling in Esquimalt.
- The Demolition Permit process continues to work well and all properties to be demolished have been photographed, including: Grafton, Wychbury, Head/Esquimalt Road, and Old Esquimalt Road.
- Staff and volunteers assisted with many research requests, including:
 - Major research done for staff on property at corner of Esquimalt Road and Park Place
 - Merridy Mathews Lloyd researching her grandfather George Franks Mathews, a member of the 1st municipal Council

- Brian Matheson from Revelstoke and his daughter Vicki researching their grandfather Percival Walter Tribe, a member of the 9th and 10th municipal Council, with family photos being donated
- Diane Cowden researching her grandparents William & Elizabeth Fisher, Esquimalt District pioneers for a book she is writing
- Terry Gustafson researching 436 Grafton Street, a log house his grandfather Otto Gustafson helped build [1950s]
- Assisted Lee Sheldon, of London, England, doing more research on William Parsons, Esquimalt District, for reprint of her book about Parsons
- Stuart Stark was provided with photos and fire map images, for a possible reprint of his latest book, *Lost Victoria, the BC Agricultural Exhibition Buildings at The Willows*
- Providing information to Base Public Affairs about God's Acre [Veterans' Cemetery]
- Our team of 5 volunteers contributed over 700 hours working on the image collection, distribution of 400 new format walking tour brochures, accessioning library books, obit carding, clean up of vertical files, and producing finding aids for several collections.

4. Human Resources

Recruitment (Regular Positions)

There were 4 regular positions posted and filled, and 3 in progress at the end of April:

Completed:

- Public Works Technical Support (Public Works)
- Planner 2 - Policy (Development Services)
- Planner 1 (one-year backfill) (Development Services)
- Building Maintenance Worker (Parks and Recreation)

In Progress:

- Planning Technician (Development Services)
- Office Administrator (Engineering & Public Works)
- Records Coordinator and Archivist (Corporate Services)

Labour Relations

Collective Bargaining:

CUPE Local 374's Collective Agreement expired on December 31, 2016. To date, while the parties continue to meet to collectively bargain, an agreement has not yet been reached. In March the two parties met to discuss proposals specific to the Township, and an agreement was reached on those specific proposals.

The Collective Agreement between IAFF Local 4264 and The Township also expired at the end of December, 2016; however no notices to bargain have been exchanged.

Grievances

There is one outstanding grievance with the IAFF that has not been settled at the first step. IAFF has grieved the process for scheduling annual vacation.

Staff Training

The HR staff met with a facilitator at the Ministry of Labour to develop and present information to 26 staff members, including directors, managers, supervisors, payroll and HR staff, on best practices to ensure injured employees return to work on a timely basis to reduce sick leave and WorkSafe premium costs.

Organizational Development & Job Evaluation

- Revised the job description of the part time Archivist position to include some responsibilities regarding records management. The new job was evaluated under the current job evaluation plan, and it was determined that the position remain in its current pay band.

- Reviewed and evaluated the Planning Technician position as the role has expanded, which resulted in a one-pay grade increase to the position, and a name change to Planner 1.

Exempt Salary Review

The HR Director conducted an exempt salary review by collecting and comparing data of 23 municipalities and local governments in the region, up island and on the lower mainland.

General

The CAO and her team of Directors met off-site on January 12, 2018 for a facilitated session regarding improving the effective team, led by Stacy Holloway of the Holloway Group.

II. COMMITTEES

- Staff acted as Recording Secretary and prepared notice, agenda, and minutes of one Environmental Advisory Committee meeting and one Labour Management meeting during this period.
- Staff coordinated Council's annual recruitment process for all vacancies on advisory committees, commissions and board, including advertising, arranging interviews, preparing updated appointment list, and updating website.



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Staff Report

File #:18-186

PERIOD REPORT

DATE: May 17th, 2018

Report No. CSS-18-009

TO: Laurie Hurst, Chief Administrative Officer

FROM: Blair McDonald, Director of Community Safety Services

SUBJECT: Community Safety Services - 2018 First Period Report

The following is a report on the activities pertaining to the Community Safety Services Department from January 1st, 2018 to April 30th, 2018.

I. DIVISION ACHIEVEMENTS AND ACTIVITIES

1. Emergency Management

- Neighbourhood Emergency Preparedness Program (NEPP)**

The NEPP and staff facilitated eight scheduled presentations and four workshops to residents during this period, along with information sessions for two stratas. The NEPP and staff met with the Esquimalt United Church to assist with their emergency preparedness planning as an organization. Staff and the NEPP met with VicPD Block Watch to explore potential collaborations regarding dissemination of emergency preparedness information in neighbourhoods.

Two new NEPP volunteers were recruited during the period with a focus on developing and delivering information to increase neighbourhood preparedness.

Staff, along with the NEPP coordinator, put on a special tsunami information session on January 28 in response to the tsunami warning event of January 23. This session was attended by approximately 80 residents, with concerns regarding the event being addressed as well as the tsunami risk in Esquimalt, modelling that has been done to support our planning, and tsunami preparedness. The NEPP coordinator was exceptional in monitoring social media during and after the event in order to correct misinformation and guide residents to accurate sources.

Staff and volunteers assembled 200 starter emergency kits in anticipation of delivery of emergency preparedness education to Grade 4 students in the Township during Emergency Preparedness Week in May.

- **Emergency Social Services (ESS)**

Three ESS volunteers were recruited in the period, and the team engaged in a planning session for 2018. 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 met four times during this period. The team engaged in a functional exercise where they were oriented with the location and types of supplies that were inventoried by the ESS Logistics Coordinator with the assistance of three other ESS volunteers. They then used them to set up a reception centre at the recreation centre.

The ESS team began using a new call out system called Connect Rocket that allows a conference call option allowing team members to confirm response and ask questions regarding the call. The system was tested successfully to activate the reception centre exercise.

Staff attended several ESS Directors' meetings and helped create a work plan for regional ESS activities and exercises in 2018 and assisted in designing a full-scale regional exercise scheduled to take place in 2019. Staff helped to create a Google calendar that is being used by all ESS teams in the region to ensure teams are aware of regional exercises, training, and other events.

The Esquimalt ESS team hosted and participated in a regional Resource Acquisition Course in Council Chambers on January 13, as well as Food Safe March 17 and Psychological First Aid on March 18. Team members attended a Disability Alliance of BC workshop hosted by the City of Victoria on March 23 and a Site Management course hosted by Saanich on April 28.

The ESS team was called out to assist during the tsunami warning event response on January 23. Six ESS volunteers, in addition to four recreation staff, responded in the very early hours of the morning to set up a reception centre for those residents who were evacuated from a tsunami hazard zone.

- **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.

During this period, the team performed maintenance on generators, checked proper functioning through winter of E-Bin solar panel that keeps the Go-Kit charged, repaired defective microphone switches on two of base station radios, edited and updated the Radio Volunteer Handbook, setup a file sharing network between the three radio room laptops, have proposed extending one HF antenna to SE corner of the roof at Archie Browning, and tested the Township's satellite phone. They have also charged all handheld radios and are preparing a spring dual Go-Kit exercise, in May.

- **Other Department Activities**

The Emergency Planning Committee met January 10 to approve the Emergency Program Work Plan for 2018 (attachment #1) and received an update on local, regional, and provincial emergency management initiatives. The Committee met again on February 2 to debrief the Township's response to the January 23 tsunami warning event. Several after action items were identified and acted upon to improve response to future events. Staff also met separately with the Victoria Police Department, CFB Esquimalt representatives, neighbouring local governments and the Local Government Emergency Program Advisory Commission (LGEPAC) to discuss potential after actions for response improvement.

One item in particular related to emergency communications and staff notification, and a new internal notification system for the Township has been implemented called Connect Rocket. This system has the ability to notify different pre-identified lists with a phone call or text message, or allow them to join in on a conference call. This system was selected in consultation with the Fire Department and staff has met with several departments to provide an overview of the call out system to determine needs in each area. The system has been successfully tested with the Emergency Social Services team, and additional testing with the rest of Township staff will take place in the next period. In addition to staff notification, the City of Victoria uses Connect Rocket for public notifications through Alert Ready. Staff has met with the City to discuss a partnership and will follow up next period.

Staff contributed to an update of the Township's Ammonia Exposure Plan, led by the Recreation Maintenance Supervisor, and assisted with a tabletop exercise to familiarize the Emergency Planning Committee and other staff with the completed plan on April 17.

Staff continues to collaborate with the Province and the Region through several meetings and initiatives and attended a tsunami debrief meeting on February 1 with other local governments, the Province, and CFB Esquimalt. Several items were identified for follow up.

As a result of the LGEPAC tsunami warning event, staff participated in the Public Education Working Group of the LGEPAC by updating the regional tsunami information brochure, and acted as the project lead in updating the Emergency Communications Plan for Tsunami Alerts in the Capital Region. Staff and representatives from the City of Victoria and the District of Saanich also organized the first media emergency information session in the Region in an effort to educate and build relationships with our partners in the media to alleviate confusion for the public during emergencies. The session was a great success with representatives attending from most local print, radio, and television agencies in the Region. The organizers of the event presented to the Regional Emergency Planning Advisory Commission (REPAC) during their forum April 19 and have been asked to present on the topic at an upcoming meeting of the Regional Emergency Planning Committee in the Lower Mainland.

Staff contributed to the completion of the 2018 Public Education Working Group work plan, which included selecting a contractor to revamp the Regional Emergency Preparedness Workbook and contributed to edits and addition of new content for the 2018 edition which was completed and printed at the end of April in conjunction with May's Emergency Preparedness Week. The workbook can be viewed at the following link:

<https://www.crd.bc.ca/docs/default-source/prepareyourself/epworkbook-ed4.pdf?>

Staff became a member of the Measuring Regional Preparedness Working group, which will see development and delivery of a regional survey to residents in an effort to determine where to focus regional emergency preparedness public education messaging, as well as becoming a member the Regional Concept of Operations Working Group with a workshop planned for the next period.

Staff chaired a working group of the LGEPAC to update the Terms of Reference for both commissions in order to clearly define the relationship of the Commissions to the REMP in the third period of 2017, and both were ratified by the LGEPAC in the first meeting of 2018.

Staff continues to act as a member of the BC Integrated Earthquake Risk Assessment Advisory Group, and the Provincial Disaster Response Transportation Working Group.

The Township hosted and staff attended two courses sponsored by EMBC and facilitated by the JIBC: Applied EOC on January 26 and EOC Essentials April 25 and 26. Rapid Damage Assessment (RDA) training was delivered to staff through the Department of National Defence on April 9 and April 10 in conjunction with the RDA plan that is in development for the Township.

In March staff attended a meeting hosted by School District 61 where an update was provided on current emergency management training and initiatives in the District, as well as an overview of the BC Education Sector Integrated Response Plan for Catastrophic Earthquakes.

Staff was successful in a UBCM grant application for a \$15,000 project to equip and exercise the Township's Secondary Emergency Operations Centre and Evacuation Plan. Work on the project will commence in the second period with exercise delivery in the fall.

The Township hosted the annual Esquimalt Emergency Stakeholder Forum April 27 which was well attended by community members who were provided updates on emergency management initiatives impacting Esquimalt (agenda is attached as attachment #2).

During this period staff continued to volunteer as the Sponsorship Lead for the annual Vancouver Island Emergency Preparedness Conference taking place in June 8-10 at the University of Victoria (agenda is attachment #3).

Public Works staff installed the chlorination unit purchased in 2018 and tested the desalination unit on April 20 with successful results.

2. Bylaw Enforcement

- Training - The Bylaw Management Officer attended Hoarding - Risk Assessment at the Door training at UVic in this period.
- Bylaw Offence Notice (BON) Disputes
15 BONs were forwarded to the Screening Officer level in this period. Of those, 10

were cancelled by the Screening Officer and five were upheld with fines being paid by the offender. No matters were advanced for adjudication during this period.

- **Unsightly Properties**
Unsightly properties continue to be an area of enhanced enforcement. In this period, 21 complaints of unsightly properties were reported to Bylaw Enforcement. Of those, 14 were dealt with using the authorities within the Maintenance of Properties and Nuisance Regulation Bylaw. Seven files remain active.

Good progress has been made in relation to the “long term” properties in this period. See attached chart for details (attachment #5).

- **Attachments**
 - Bylaw Contraventions and Complaints/Municipal Tickets and Bylaw Notices Statistics/Animal Management Report (attachment # 4)
 - Unsightly Properties Chart (attachment # 5)

3. Building Inspections

- See Attachment - Building Permits Chart (attachment # 6)

4. Policing

Staff continues to liaise with Victoria Police Department regarding local and regional policing and public safety concerns.

The Director represents the Township at the public portion of Victoria and Esquimalt 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. In this period, the working group as met, discussed and established action plans where appropriate on traffic control and signage design; properties which generate significant numbers of complaints to both Bylaw Enforcement and VicPD; graffiti; and, truck traffic routes associated with the WWTP. The Working Group allows for issues to be examined from a multi faceted standpoint and solutions arrived at fitting within each department's or organization's ability to take realistic action.

5. Business Licensing

- 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 2017, which was well received by existing licensees. This resulted in numerous “early” renewals
- There are no outstanding balances on business licences
- 488 licences issued for 2018 thus far (681 licences issued in first period for 2017)
- 83 Licences closed from 2017 (65 licences closed in first period from 2016)

- 40 new applications processed
- The Township currently has 699 active licences which 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 focussing on “Deer Proofing” yards and gardens in the next period. Additionally, a fall deer count will be conducted in conjunction with DND.
- Ongoing consultation is occurring with DND regarding any control measures they may wish to pursue. Council will be kept advised of any developments in this regard.

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. In this period the Director has provided advice and guidance to two municipalities that are considering implementing the Bylaw Notice System.
- The Director chairs the Community Safety - Staff Working Group.
- The Director chairs the Esquimalt Emergency Planning Committee

Esquimalt Emergency Program 2018 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"> Select MNS for staff and volunteer notification 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 Exercise 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

EMERGENCY STAKEHOLDER MEETING

Date: April 27, 2018

Time: 09:30 hrs

**Council Chamber – Municipal Hall
1229 Esquimalt Road**

AGENDA

1. Welcome and Introductions
2. Presentations:
 - January 23 Tsunami Event Overview – Sara Jansen
 - Department of National Defense Mass Notification Sirens – Catherine Sands-Leith
 - Royal Roads University Project: Household Preparedness – Nick Bouchard
 - Regional Emergency Management Partnership Update – Melodie Hutmacher and Brittany Schina
 - Emergency Management BC Update – David Tomaz
- Break (20 minutes)
 - School District 61 Exercise Update – Marketa Lund
 - Esquimalt Fire Department Update – Chris Jancowski
 - Victoria Police Department Update – Jason Laidman and Cliff Watson
 - Esquimalt Emergency Program Update – Sara Jansen
3. Roundtable
4. Lunch and networking: noon – 13:00 hrs

Next Meeting date: TBD



Vancouver Island Emergency Preparedness Conference
June 8 to 10, 2018
Strong Building - University of Victoria, Victoria, BC

The Disaster Season That Changed our World – Lessons Learned

Friday, June 8

08:00 to 08:30	Registration
08:30 to 16:00	4A - Psychological First Aid Workshop Health Emergency Management BC – Disaster Psycho Social Unit <i>Note: Workshop attendance will be limited to 50 and will be allocated on a first come, first serve basis.</i>

Saturday, June 9

08:00 to 08:45	Registration		
08:45 to 09:00	Conference Opening and Welcomes <i>Door Gibson, President - VIEP Conference Society</i> <i>First Nations</i> <i>Jennifer Rice, Parliamentary Secretary, Emergency Preparedness</i>		
09:00 to 10:15 Plenary	Floods, Fires and People – What We Learned <i>Carol McClintock - Emergency Management BC</i>		
10:15 to 10:45	Networking & Health Break		
10:45 to 12:00	1A - Understanding Natural Hazards – Panel	2A - Communicating with Evacuees During a Crisis	3A - Insurance – Why it's important and how it helps.

	Wild fire, flood, weather, earthquake/tsunami <i>Moderator – Teron Moore, Ocean Networks</i>	<i>Rob Johns, University of Victoria</i> <i>Elizabeth Predham, EMBC</i>	<i>Aaron Sutherland, Insurance Bureau of Canada</i>
12:00 to 13:30	Networking & Lunch		
13:30 to 14:45	1B - ESS On the Ground – Panel Experiences from the Frontlines <i>Moderator: Rob Johns, University of Victoria</i>	2B - Working with Our Indigenous Neighbours <i>Dr. Rob Hancock - University of Victoria</i>	3B - Ethical Considerations for Emergency Responses <i>Dr. Bashir Jiwani - Fraser Health</i>
14:45 to 15:15	Networking & Health Break		
15:15 to 16:30	1C - Disaster Partners – Panel Health, Disaster Psycho Social, Mennonites Disaster Services, Donation Management, Telus, Salvation Army <i>Moderator: Chad Pacholik, Saanich Emergency Program</i>	2C - BC211 - The Help You Need 24/7 <i>Nathan Wright, United Way</i>	3C - Transition from Response to Recovery <i>Matthew Colling - Canadian Red Cross & Jennifer Walker - EMBC Recovery Unit</i>
	Social Evening – No Host		

Sunday, June 10

08:00 to 08:45	VIEP Conference Society Awards
08:45 to 10:00	"It's the Big One, Alice!" – Volunteering in Response to Disasters Staff and volunteers – local, convergent, deployed, mutual aid, affiliated with other agencies and NGOs <i>Denyse Koo, EMBC Recovery Unit</i>
10:00 to 10:30	Networking & Health Break
10:30 to 12:00	Floods to Fires – From a first responder and personal perspective <i>Fire Chief Travis Whiting, Kelowna, BC</i>
12:00	Closing Remarks

Bylaw Enforcement
2018 – 1st period

	2017 1 st period	2018 1 st Period	2018 Year to Date
Total Bylaw Contraventions and Complaints Investigated	118	176	176
➤ Streets and Traffic	54	72	72
➤ General Bylaw Inquiries	17	25	25
➤ Maintenance/Nuisance Property/Noise Bylaw	27	22	22
➤ Zoning Bylaw	1	6	6
➤ Business License	1	38	38
➤ Building	9	6	6
➤ Animal Control	3	2	2
➤ Park Maintenance & Tree Protection	2	4	4
➤ Assist Third Party Agencies	0	7	7
➤ Secondary Suites	4	1	1
Concluded Investigations	89	145	145
Active Investigations	26	31	31
BON's & MTI's Issued	63	154	154
➤ Total Maximum Fine Value	2620.00	10,290	10,290
➤ Total Paid	840.00	3100	3100
➤ Total Outstanding	1780.00	5490	5490
➤ Positive Resolution	50%	49%	49%
➤ Outstanding Tickets	50%	51%	51%
➤ Tickets Cancelled	6	17	17
➤ Warning Tickets (not included in "issued" total above)	51	88	88
BON & MTI Adjudication			
➤ Disputed Matters to Screening Officer	2	15	15
➤ Disputed tickets – cancelled	1	10	10
➤ Disputed tickets – confirmed by Screening Officer	-	5	5
➤ Sent to adjudication	0	0	0

Animal Control	2017 1st Period	2018 1st Period	2018 Year to Date
➤ Dog Tags Sold	1091	1281	1281
Incidents Investigated by Victoria Animal Control	175	165	165
➤ Dogs at Large	13	21	21
➤ No Leash	33	78	78
➤ No License	14	33	33
➤ Barking/Noisy Dogs	4	2	2
➤ Dog Attacks (on animals)	3	5	5
➤ Dog Attacks (on humans)	1	1	1
➤ Cats at Large	7	8	8

Actions taken by VACS	2017 1st Period	2018 1st Period	2018 Year to Date
➤ Verbal Warnings	34	68	68
➤ Written Notices	1	26	26
➤ BON Written	1	11	11
➤ Animals Impounded	17	18	18

2018 1st Period Report - Maintenance of Property Bylaw Activities

	Address	Communication	Status	Pending Result
1.	1100 Blk Craigflower	<p>File on going for approx. 5 years. Extensive legal opinion. On going issues with multiple vehicles on parcels. Last face to face meeting was August 23, immediately after he received a letter from Township. He becomes very agitated and verbally aggressive.</p> <p>March 26, 2018 letter to owner stating the Township would be entering property on April 4,5 and 6 to conduct a clean up. Owner attended the office and waited in parking lot for Bylaw (2nd time he has done that) During that wait he also approached the Mayor. He requested 1 month from the April 6 date. May 9th 2018 was agreed to.</p>	<p>Vehicles are 'licensed'. No evidence that home owner conducting a business. Limited enforcement available.</p> <p>As of May 2, little if any work has been done on the property. Large amount of refuse in the front has been moved to the back. Vehicles still on property as well as approx. 8 to 10 insured, operational vehicles on Esquimalt Streets in various, legally parked spots – and rotated around with 72 hours.</p>	<p>Ongoing. Homeowner removed construction waste and a vehicle. He then broke both his legs in a fall on the property and was in hospital for 7 weeks. During 3 meetings with owner he agreed to remediate. But hasn't.</p> <p>If non-compliant, site inspection will be conducted, hopefully with owner on site. Within days of that clean up and car removal contractors will be hired and remediation undertaken.</p>
2.	800 Colville Rd.	<p>A significant amount of work done on this address over several years. Since March 2017 there have been approx. 10 face to face meetings with the homeowner.</p>	Ongoing.	<p>Ongoing work with homeowner to Gained compliance to an acceptable level on the yard. A significant amount of work</p>

2018 1st Period Report - Maintenance of Property Bylaw Activities

		<p>After a Township contractor and a date for entry and clean up was arranged the homeowner remediated. Numerous conversations in 2018 resulted in finally getting a permit for the front stairs. Front stairs and landing falling down and unsafe. May 2 the owner stated that he is confident that the work will be down sometime this summer. Bylaw gave a date of May 18th to have the construction completed and a date for paint is still being determined but will be shortly after that.</p>		<p>was completed by the owner. But front stairs need to be rebuilt and house needs paint. Gaining voluntary compliance was somewhat successful on the yard remediation but has not been successful for the necessary remediation of outside of house and the front stairs and landing.</p>
3.	800 Craigflower	<p>Several face to face meetings with homeowner and his son since March 2017. This homeowner gets angry and verbally abusive when contact is made.</p>	<p>There has been movement forward in the clean up of this property.</p> <p>No change Sept 2017. Homeowner did pruning in front yard and painting of house over the summer.</p> <p>After summer was over yard became a mess again. Back</p>	<p>Ongoing. After site visit in November to speak with home owner's son (and resident) no movement forward.</p> <p>Letter of compliance sent with an upcoming due date for enforcement. Request for more time by owner resulted</p>

2018 1st Period Report - Maintenance of Property Bylaw Activities

			<p>yard is also overgrown and unsightly with vehicle parts.</p> <p>Letter in November, Emails in January, February and March to try to get a March 26 completion. Owner responds promptly to all correspondence. Requests more time.</p>	<p>from letter.</p> <p>Owner is doing a lot of work on the property. He has pruned a few trees in the back and has build a fence in the front (originally too high but was corrected when notified by bylaw) He still has scaffolding up to paint one side of the house. Work is occurring and there is slow movement forward on a consistent basis. Continue to monitor open file.</p>
4.	1100 Munro	<p>Letter to homeowner in Princeton BC. Several telephone conversations. Several onsite meetings with her hired landscaper.</p>	<p>Residence has been unoccupied for years and the interior is starting to fall in. The back yard had weeds over 12 ft tall and has a large amount of refuse in back yard which has resulted in rat infestation. After township contact the homeowner hired a landscaper to cut the back yard.</p>	<p>The contractor had the back yard baited and the rat infestation seems to be better. Part of the back porch was cleaned but not to an acceptable level. Had several calls with the owner (last one in December) They are going to come to Esquimalt in January to assess and hopefully clean</p>

2018 1st Period Report - Maintenance of Property Bylaw Activities

			Ongoing	<p>back porch. home. More cleaning of refuse done in January. Front of property well maintained.</p> <p>No further pest complaints. File remaining open as house and yard continue to deteriorate. Bylaw continues to work with the landscaper employed by the owner.</p>
5.	1100 Lockley	Written complaint about the state of the rear of the property. A lot of concrete business supplies strewn about. One letter, one BON and 3 face to face meetings with the property owner.	<p>This gentleman is a self employed concrete worker and has owned the house for over 20 years. Recently he has been quite sick. He has done some of the remediation work but is very limited on what he can do and since he is not working he can't hire anyone.</p> <p>Concluded</p>	<p>Not a typical unsightly premise situation. If this gentleman was able to he would clean. He will chip away as it as he is able. Recommend patience and continued communication.</p> <p>Continued communication and eventually the yard was cleaned in anticipation of sale of the home.</p> <p>Concluded.</p>
6.	600 block Grenville.	File was ongoing when I started in March.	Numerous phone calls and two letters over	Four tickets have been issued to this

2018 1st Period Report - Maintenance of Property Bylaw Activities

			<p>8 months. Some yard cleaning would occur and then stop.</p> <p>Ongoing.</p>	<p>owner and the owner has now cleaned the front yard and side yard. Still have derelict vehicle issues and some maintenance issues in back yard. Ongoing.</p> <p>As of April 2018 homeowner cleaned up. However, this owner seems to wait until there are complaints, and beyond before maintaining yard. Refuse builds up in the yard as well.</p> <p>Concluded</p>
7.	1000 Colville	<p>November 2017 file – written complaint. Junk and derelict vehicle visible from roadway – has been for several years.</p> <p>File spanned 5 months. Several site visits and numerous phone calls.</p>	<p>Owner did not respond to knocks or card left with request for a phone call.</p> <p>Received a phone call from the owner on December 22 with a request for more time.</p> <p>Completed April 2018</p>	<p>Letter sent to owner requesting compliance by December 22.</p> <p>Continuation in January.</p> <p>Ongoing.</p> <p>Concluded</p>
8.	1100 Colville	<p>File had been ongoing for several years and was open when I arrived in March.</p>	<p>Numerous phone calls, meetings and several letters since March.</p>	<p>Owner cleaned yard and got rid of 2 vehicles and started and licensed a third.</p>

2018 1st Period Report - Maintenance of Property Bylaw Activities

		Numerous vehicles and junk in yard and back driveway.	Numerous property visits 2 face to face meetings and numerous phone conversations. Concluded.	He cleaned his driveway and put out rat traps. He put new brakes and on his boat trailer (with boat on it) so it is not derelict. Property is up to acceptable standard. Concluded.
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Permit Type Issued	2017 – 1 st period		2018 – 1 st period		2018 Year to date Total	
	No.	Value (\$)	No.	Value (\$)	No.	Value (\$)
Commercial	-	-	6	346,000.00	6	346,000.00
Industrial	2	37,410.00	7	4,508,089.00	7	4,508,089.00
Institutional	-	-	2	5,704,000.00	2	5,704,000.00
Duplex - Demolition	-	-	-	-	-	-
Duplex Alteration/Additions	2	24,000.00	-	-	-	-
Duplex New			1	600,000.00	1	600,000.00
Single Family New	8	1,721,000.00	2	780,000.00	2	780,000.00
Single Family Alterations	15	363,616.00	9	307,500.00	9	307,500.00
Single Family Additions	3	162,000.00	4	355,000.00	4	355,000.00
Single Family Demolition	5	5,000.00	5	5,000.00	5	5,000.00
Multiple Family New	-	-	-	-	-	-
Multiple Family Alterations	3	36,000.00	2	100,000.00	2	100,000.00
Multi Family Demolition	-	-	-	-	-	-
Sign Permit	1	25,000.00	1	4,400.00	1	4,400.00
Miscellaneous Permits Chimney/Insert			1	6,788.00	1	6,788.00
Total	39	2,374,026.00	40	12,716,777.00	40	12,716,777.00
Building Permit Fees		30,345.80		124,190.30		124,190.30
*Plumbing Permits	34		44		44	

*[note- number of plumbing permits issued only]

INDUSTRIAL Permits Breakdown (value of construction)

BP013821 - Building Permit – 1235 Esquimalt Road – Parkade - New Town Square – \$5,700,000.00

BP013874 – Building Permit – 825 Admirals Road – New electrical Substation Graving Dock - \$4,250,000.00

Infrastructure Deposit of \$2500.00 taken on 17 of the 40 permits issued



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

Staff Report

File #:18-219

PERIOD REPORT

DATE: May 17, 2018

Report No. FIN-18-010

TO: Laurie Hurst, Chief Administrative Officer

FROM: Ian Irvine, Director of Financial Services

SUBJECT: Financial Services and Information Technology Departments - 2018 First Period Report
The following is a report on the activities pertaining to the Financial Services and Information Technology Departments from January 1, 2018 to April 30, 2018.

I. DIVISION ACHIEVEMENTS AND ACTIVITIES

1. Budgeting, Financial Reporting and Accounting Operations

- Drafting of the 2018-2022 Financial Plan involved the compilation of departmental submissions, discussions with senior management and formalization of recommendations for Council consideration.
- Various budget presentations made to Council which provided an overview, a summary of challenges and proposed updates to the policies and objectives document. The draft Financial Plan and a range of tax rate scenarios were drafted in anticipation of adoption in early May.
- Provided year end reconciliations and draft financial statements to the Township's auditors for their review, testing and issuance of an audit opinion.
- Entered the second year of a two year commitment with AON as the Township's property insurance provider. This agreement represents a 3% increase over the 2017 amount due in part to the inclusion of a full year's premium for the water park in 2018.

2. Risk Management

- Attended the Risk Management Conference in Vancouver hosted by the Municipal Insurance Association. The conference included numerous presentations and provided useful information about contract risk, business continuity and risk management pertaining to engineering structures and recreation facilities.
- There are no new significant or unusual liability claims with the Municipal Insurance Association.

3. Information Technology

- Staff cleared a total of 309 logged assistance calls received from Township staff. This

represents almost a 10% reduction in the number of calls received during the first period in 2017.

- Procured new infrastructure which will combine server and storage technologies and will increase the availability of our systems in the event of component failure while reducing the amount of staff time spent performing maintenance.
- New wireless access point evaluations were completed in order to improve the reliability of internal connections and public internet access within our facilities.
- Integration of the recreation centre gate kickers with the PerfectMIND system to provide improved access to the facility. This will result in more accurate revenue being recorded and will reduce the amount of recreation staff time required to control access.

II. COMMITTEES

The Local Grant Committee met in February to review all 2018 local grant funding applications. The Committee's recommendations were approved by Council later that month and the total approved amount was included in the adopted 2018-2022 Financial Plan.



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

Staff Report

File #:18-220

PERIOD REPORT

DATE: May 16, 2018

Report No. DEV-18-031

TO: Laurie Hurst, Chief Administrative Officer

FROM: Bill Brown, Director of Development Services

SUBJECT: Development Services - 2018 First Period Report

The following is a report on the activities pertaining to the Development Services Department from January 1, 2018 to April 30, 2018.

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 six new rezoning applications in the first period.

- (New) 916/920 Old Esquimalt Road - A proposal for 5 new single family homes to replace existing homes.
- (New) 636/638/640/642 Drake Avenue - A proposal for 8 new townhouses.
- (New) 1182 Colville Road - Unit 15 - A proposal to add further commercial uses to the property where the convenience store is; allowing music, dance, yoga classes. Considered by Advisory Planning Commission (APC) May 15, 2018.
- (New) 1109 Lyall Street - A proposal to construct a new two-family dwelling (duplex) behind and existing house. Considered by APC on April 17, 2018.
- (New) 838/842 Admirals Road - A proposal to rezone the property to a Comprehensive Development zone to accommodate a 4 storey, 30-unit multi- residential purpose built rental building. Considered by the Advisory Planning Commission on February 20, 2018. Considered by Design Review Committee (DRC) on February 14, 2018.

- (New) 638/640 Constance and 637 Nelson - A proposal to rezone the property to a Comprehensive Development zone to accommodate a 6 storey, 77-unit multi- residential purpose built rental building. Considered by DRC on February 14, 2018.
- 1052 / 1054 Tillicum Road - A proposal to rezone the property to a Comprehensive Development Zone and an OCP amendment to accommodate a new 5 unit townhouse development.
- 669 Constance Avenue - A proposal to rezone the property to a Comprehensive Development zone to accommodate a 12 storey, 83 unit, mass timber condominium project. Public Hearing held on April 23, 2018.
- 1379 Esquimalt Road (St. Peter's and St. Paul's Church) - A proposal to rezone the property to a Comprehensive Development zone to accommodate 24 new non-market seniors' rental apartments.
- 833 / 835 Dunsmuir Road - A proposal to rezone the property to a Comprehensive Development zone to accommodate a 5 storey, 34-unit multi-residential strata building. Considered by DRC on February 14, 2018 and by APC on February 20, 2018.
- 520 Constance Avenue - OCP amendment and Rezoning - A proposal to rezone the property from P-4 (Institutional) to a RM-1 (Residential) zone. Considered by APC on February 20, 2018. Approved by Council May 7, 2018.
- 460/464 Head Street - A proposal to rezone two parcels bounded by Head Street and Lyall Street located abutting 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. Development Services Staff worked with the applicant's design team and coordinated with Engineering and Parks Services to finalize the detailed design of the public realm. Staff have coordinated drafting of the covenant and provided it to the applicant for execution to facilitate completion the rezoning.
- 615 Fernhill Road - A proposal to rezone the property to a Comprehensive Development zone to accommodate a new four storey, 10-unit residential building.
- 899 Esquimalt Road - A proposal to rezone the consolidated parcels bounded by Esquimalt Road, Head Street, and Wollaston Street to accommodate a 12 storey, 72 unit, commercial and residential mixed use building incorporating 2 commercial retail spaces oriented toward Esquimalt Road and 70 residential units. This application will also require approval of an OCP Amendment to proceed. Staff completed a comprehensive review and provided feedback to the applicant resulting in amended plans scheduled to be provided in early January 2018. Considered by DRC on March 14, 2018.

2. Development Permit (DP) Applications

In addition to the existing development permit applications that Development Services continues

to process, the Department received four new applications in the first period. In addition, the Department received an application to amend an exiting Development Permit.

- (New) 330 View Point Road - DP application for expansion of existing Macaulay Point Pump Station and installation of new force main. Considered by DRC on February 14, 2018. Approved by Council on March 19, 2018.
- (New) 1244 Esquimalt Road - DP application to replace old windows and door at the front of the existing building.
- (New) 856 Esquimalt Road - DP application to expand the existing 4,000 sq. ft. liquor store into the existing interior and adjacent space currently occupied by the Cambie pub.
- (New) 1052 Tillicum Road - DP application for 5 town homes.
- (New) 337 Victoria View Road - Application to amend the DP application for the waste water treatment plant. Approved by Council on February 26, 2018.
- 832 Old Esquimalt Road - DP application for a new strata titled duplex.
- 429 Lampson Street (English Inn) - DP application for 179 residential units. Permit amended by Council to include only the 'Site B' portion of the property and approved for issuance on November 27, 2017. DP Amendment to add the portion of property with the new hotel wing with spa and hotel rooms, to the existing DP was approved by Council on April 9, 2018. Issuance pending receipt of the landscape deposit.
- 455 Nelson Street - DP application to authorize the form and character, including landscaping, of one new single family infill dwelling. Permit is being prepared for the Director's approval based on recent submission of an amended landscaping plan and landscaping estimate. Approved by the Director of Development Services on January 17, 2018.
- 460/464 Head Street - DP application to authorize form and character, including landscaping of a 5 storey, 16 unit commercial and residential mixed-use building incorporating 4 commercial tenancy spaces on the first storey and 12 residential units above. Permit is held in abeyance pending adoption of the zoning for this project.

3. Development Variance Permit (DVP) Applications

In addition to continuing to process existing Development Variance Permit applications, five new DVP Applications were received during the third period.

- (New) 821 Wollston Street - A parking variance to remove 1 parking space (existing garage) to allow for the creation of an art studio.

- (New) 860 Carrie Street - Variance for the reduction of width for the manoeuvring aisle. Cancelled by the applicant.
- (New) 915 Dellwood Road - Variance to the rear setback for the construction of a rear deck with expanded dimensions. Approved.
- (New) 801 Esquimalt Road - A parking variance to allow a new suite within the building without creating additional parking.
- (New) 429 Lampson Street (English Inn) - Variance for the siting of the new wing of the hotel approved by Council on April 9, 2018 and issued on April 19, 2018.

4. Heritage Alteration Permits (HAP)

- 1379 Esquimalt Road. (St. Peter's and St. Paul's Church) - Application on hold pending outcome of OCP Amendment and Rezoning Application.
- 429 Lampson Street (English Inn) - Amendment to the existing HAP for minor alterations to the exterior of the English Inn to accommodate the new wing addition. Approved by Council April 9, 2018.

5. Subdivision Applications

No new subdivision applications were received during the third period. Staff continued to process existing applications.

- 622 Admirals Road - Legion - Subdivision for road widening - on hold pending receipt of civil engineering plans.
- 1385 Tree Bank Road West - Three-lot subdivision - on hold pending receipt of engineering report for retaining wall.

6. Other Planning Projects

- Conducted extensive research on the impacts on local governments related to the legalization of non-medical cannabis.
- Worked with the CAO, the lawyer acting on behalf of the Township, and the development consultant for the Esquimalt Town Square project to register the various agreements on title.

7. Consultation

- Staff participated in pre-application consultations with various developers and architects actively

preparing submissions for multiple family residential projects.

- Consulted with developers and commercial realtors to identify possible sites for small lot infill, commercial mixed use, and high density residential development in Esquimalt.
- Fielded a significant volume of realtor, appraiser, developer, and potential home buyer inquiries regarding properties in Esquimalt.

8. Official Community Plan (OCP) Review

- Finalized the draft OCP and prepared it for Council's consideration. Council gave first reading to the OCP Bylaw on March 26, 2018 and reviewed the grammar and syntax on April 23, 2018.
- Worked extensively with the Township's Communication Specialist in formatting and reviewing graphics for the proposed OCP.
- Updated project web pages (www.esquimalt.ca/communityplan <<http://www.esquimalt.ca/communityplan>>).

9. Economic Development

- Met with Paul Nursey, President and CEO of Tourism Victoria to discuss the potential for hotel development in Esquimalt.
- Phone interview with the consultant from Montreal who is conducting a hotel development feasibility study for Tourism Victoria.
- Met with the CAO and Communications Specialist on various economic development initiatives such as the development of marketing materials.
- Toured Seaspan's submarine facility with the Mayor and the President of the Chamber of Commerce. Discussed economic development partnerships.

10. Sustainability

- Met with regional colleagues and officials from Germany on two occasions to discuss Germany's approach to dealing with carbon emissions.

11. Geographic Information System (GIS)

- Extensive work to prepare the maps for the OCP.
- Developed programs that enable the enhanced 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.
- Created and updated online maps and specific thematic maps for staff.

12. Other

- Conducted interviews for two vacant positions and hired a new policy planner.
- Oversaw the design of new “open-concept” office space in the Development Services area.
- Electronically registered 9 Notices with B.C. Land Title and Survey Authority.
- Reviewed 63 Business Licence Applications for Zoning Compliance.
- Updated West Bay kiosk monthly, and when extra posters received.
- Prepared 10 Building Permit History & Zoning Letters.

13. Training

Staff attended the following training sessions:

Emergency Operations Centre training

Webinar on carbon accounting

Webinar on technical approaches to counting bicycle traffic.

II. COMMITTEES

Advisory Planning Commission

- The APC met four times in the first period and reviewed 9 applications.

Design Review Committee

- The DRC met three 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.

Board of Variance

- No new Board of Variance applications were received.



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

Staff Report

File #:18-244

PERIOD REPORT

DATE: May 28, 2018

Report No. EPW-18-022

TO: Laurie Hurst, Chief Administrative Officer

FROM: Jeff Miller, Director of Engineering and Public Works

SUBJECT: Engineering and Public Works - 2018 First Period Report

The following is a report on the activities pertaining to the Engineering and Public Works from January 1, 2018 to April 30, 2018.

I. DIVISION ACHIEVEMENTS AND ACTIVITIES

1. Sanitary Sewer

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

2. Pump Stations

- Crews have been carrying out routine maintenance activities.
- Preparing annual program for pump maintenance/controls inspection.
- Program also includes coordinating similar activities for View Royal pump stations.
- Initial work for developing scope of work for lockout locations on the various stations has been completed. Work to be carried out in the second period of 2018.

3. Storm Drains

- 8 service laterals installed (new) this period (total for the year = 8).
- 6 service laterals replaced (due to blockages) this period (total for the year = 6)
- Test and clear inspections as and when required.
- 2 manholes replaced this period (total for the year = 2).
- Program for catch basin cleaning was initiated. Spot cleaning ongoing for the remainder of the year.
- Training program for spill response has been passed back to the Township from the CRD. Working with other stakeholders to develop a scope for the program.

4. Liquid Waste Management

Waste Water - inflow and Infiltration

- Strategy for cost sharing was presented to Committee of the Whole in the third period.
- Staff to develop feedback into a working strategy in 2018.
- The Engineering Department to begin modeling the sanitary sewer system in the first period and obtain assistance as required from a consultant for the model analysis and model refinement. Interpretation of smoke testing results to take place in the first and second periods of 2018.

Liquid Waste Management Plan

- Participate on the Esquimalt Liaison Committee to review concerns and activities associated with the Waste Water Treatment Plant project.

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.
- Spring sweeping program initiated.
- Annual line painting contract to be awarded in second period. Work to be completed in second period.
- Crack sealing program being reviewed. Program to start in the second period.
- Carried out surface restoration for third parties.
- Approximately 182.38 tonnes of asphalt placed for the period (total for the year = 182.38 tonnes).

6. Traffic Management

- Carried out implementation of ICBC/Township Report on uniform signage with issuing of required traffic orders.

7. Sidewalk Maintenance

- Carried out surface restoration for third parties.
- Approximately 46.2 cubic meters of concrete (includes curb and gutter and sidewalk panels) was placed (total for the year = 46.2 cubic meters).
- Approximately 184.8 linear meters was replaced for the period (total for the year = 184.8 linear meters).

8. Sidewalk Ramps

- Program will be undertaken in the second period.
- Two sidewalk ramp locations have been identified.
- 1 sidewalk ramp completed this period.

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:
 - 19 - No. 1 trip hazards (2 completed to date)
 - 82 - No. 2 trip hazards
 - 154 - No. 3 trip hazards
- Work will continue 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 = 16 (total additional bins purchased since 2014 = 234).
- Tonnage of garbage waste stream collected for period = 422.04 (total for the year = 422.04).
- Tonnage of kitchen scraps collected for period = 181.14 (total for the year = 181.14).
- Tonnage for year = 603.18 (total for same period 2017 = 527.69).
- 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 April:
 - Esquimalt residents = 3,837 (total for the year = 3,837).
 - View Royal residents = 1,364 (total for the year = 1,364).
 - Commercial = 34 (total for the year = 34).
 - Tonnage removed from site = 390.11 (total for the year = 390.11).
 - Tonnage removed in 2017 first period = 352.54 (total for 2017 = 2240.08).

Recycling

- Operations normal.
- Staff preparing a new contract for tender in the second period of 2018.

12. Fleet

- Operations normal.
- Working on developing specifications and tender packages for the following items in

2018:

- Van
- Bylaw truck
 - A request for proposal will be prepared to confirm availability of electric truck.
- ¾ ton truck
- Crew cab with dump box
- Parade float
 - Preliminary concepts have been completed.
 - Staff carrying out further engagement with Public.
 - The refined concepts to be discussed in the second period of 2018.
- Desalination trailer

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 = 25 (total for the year = 25).
- Work orders issued for sanitary and storm services to accommodate new development in the period = 9 (total for the year = 9).

14. Capital Projects

14.1 Traffic Counts

- Traffic counts will occur in the second period of 2018.

14.2 Corridor/Traffic Study

- Corridor and traffic studies for: Lampson Street, Tillicum Road, Lyall Street and traffic counts were bundled and issued for request for proposal.
- Contract awarded in January 2018.
- Preliminary designs being completed along with modelling.
- Public engagement will occur in second and third periods.
- Review of the potential location of a controlled intersection along Tillicum Road between Craigflower Road and Tillicum Bridge will be in conjunction with Amenity Funds discussions.

14.3 Multiple Storm Drain/Sanitary Sewer Main Replacements

- Various sections of main line (storm/sanitary) will be removed and replaced based on condition assessment.
- Locations include:
 - Esquimalt Road (sanitary sewer line)
 - Lampson Street (sanitary sewer line)
 - Selkirk Road (storm drain line)
 - Head Street (storm drain manhole)
- Additional locations are being identified by condition assessment from cameraing of lines from Road Corridor Program.

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 2018.

14.5 Service Line Modification in Public Works Yard

- The storm collection laterals within the Public Works Yard need to be modified.
- This project will see the rerouting of the storm service to the sanitary service in order to be better to control water quality.

14.6 Inspection of Masonry Structures

- An inventory of the masonry structures has been completed.
- In 2018 a consultant will be retained to assist in the assessment of the structures.

14.7 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.
- Work initiated in the first period and will be completed early in the second period.

14.8 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.
- Based on review of the generator, it is undersized.
- Will develop a scope of work for the project in 2018.

14.9 Tillicum Bridge Maintenance

- This project involves significant maintenance to the Tillicum Bridge.
- Saanich will be the lead manager on this project with engineering working with them during the construction portion of the Project.

14.10 Municipal Hall HVAC Control System Replacement

- IT and PW have started the preparation of a scope of work for replacement of the HVAC control system.
- Work to be carried out in the third period.

14.11 Tillicum Road Corridor Upgrade

- This project will see the removal/replacement of concrete and asphalt works between Craigflower Road and Transfer Street.
- The detailed design has been completed.
- A tender call occurred early the second period.
- Work to be completed in the second and third periods.

14.12 Street Light Replacement Program

- Annual program for replacement to be started in the second period.
- A total of 103 lights replaced along the following streets: Craigflower Road, Tillicum Road and Lampson Street.

14.13 Sidewalk Capital Program

- This project increases the sidewalk network in length and improves connectivity.
- The program saw the installation of a concrete sidewalk on Kinver Street from Wychbury Avenue to Greenwood Avenue.
- Work is to be completed in the second and third periods.
- Work will also be carried out to acquire right of way on Admirals Road between the Constance cut across and Bewdley.
- This will allow sidewalk construction to proceed in 2019.
- The 2016 project (between Old Esquimalt Road and 832 Esquimalt Road) has been initiated and partially completed.
- Underground lines have found to be in poor shape and a replacement strategy is being undertaken.
- Work is to be completed in the second and third periods.

14.14 Sidewalk Replacement Program

- This project sees existing sidewalks upgraded to current standards.
- The program will see the installation of a concrete sidewalk on Nelson Street from Lyall Street to mid block.
- Work is to be completed in the second and third periods.

14.15 Road Corridor Program

- This program will see the update of various road corridors for both above/below surface infrastructure.
- The first step has been a review of the geotechnical information.
- Pipe infrastructure inspections will continue.
- Roads included in the program are the arterials and collectors.
- Work to be completed in the second and third periods.
- Utilizing the information to determine the scope of work for the 2019 program.

14.16 Tillicum Road/Colville Road Ramp Upgrade

- This project will see an upgrade to the existing concrete ramp on the North West corner of the intersection.
- The grade will be decreased in order to provide greater accessibility.
- The work will be carried out in the second and third periods.

14.17 Crosswalks on Esquimalt Road

- Based on a prior study, two pedestrian controlled crosswalks will be added across from the ETS site and at Grenville Avenue.
- The Park Place crosswalk will be decommissioned.
- Work was initiated in the second period of 2018.

14.18 Esquimalt Road Improvements

- Funding was approved for curb paint removal along with weed control. This work has been completed.

14.19 ETAG

- Recruitment drive in second period.
- Public Works/Parks Departments continue to carry out work on the public realm as required.

14.20 Esquimalt Town Square Project Advancement

Brown Field Remediation

- Additional physical remediation of the contamination areas initiated and completed.
- Development of risk assessment component of remediation plan ongoing.
- Application for Certificate of Compliance to occur in second period.

Storm and Sanitary Relocation

- New locations for storm and sanitary service laterals have been completed.
- Temporary storm and sanitary pump stations installed.
- Work to be tendered in the second period with construction in the third period.

14.21 1237 Esquimalt Road Demolition

- The existing building will be demolished.
- In order to determine what type of building materials are present, a building assessment was carried out in the first period.
- The tender for demolition will be released in the second period.

14.22 Head Street and Esquimalt Road Intersection

- Scope of work will be developed for the upgrading of lights/poles for the intersection in 2018.
- Design is scheduled for mid 2018.

14.23 Lockley Road/Intervale Road Accessibility Modification

- The south east corner of the intersection will be modified in order to allow greater accessibility for the public with the removal of the stairs and replacement with a sloped sidewalk.
- Design and construction are scheduled for mid 2018.

14.24 Inflow and Infiltration Control Program

- Engineering has prepared preliminary modelling data in early 2018.
- Based on this modelling data, initial modeling will be carried out.
- Will prepare a draft bylaw for Inflow and Infiltration Control for discussion in 2018 which will include cost sharing program for cross connections and service line condition.
- Pilot project for inspection chambers and cameraing to be initiated in the second period of 2018.

14.25 Traffic Orders

- Program for implementation from Traffic Control Review report (EPW-16-001) has been initiated.
- Traffic Orders have been issued for this work.
- Number of traffic orders issued this period = 12 (total for the year = 12).

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 #:18-247

PERIOD REPORT

DATE: May 23, 2018

Report No. P&R-18-007

TO: Laurie Hurst, Chief Administrative Officer

FROM: Scott Hartman, Director of Parks and Recreation Services

SUBJECT: Parks and Recreation Services - 2018 First Period Report

The following is a report on the activities pertaining to the Parks and Recreation Services Department from January 1, 2018 to April 30, 2018.

I. DIVISION ACHIEVEMENTS AND ACTIVITIES

1. Parks Services

- There were 27 tree removal and 7 tree pruning permit applications submitted. 33 permits were approved and one tree removal permit was denied.
- Park Bookings:
 - Saxe Point Park - 1 picnic
 - Esquimalt Gorge Park - 1 wedding, 1 event, 1 picnic
 - Bullen Park - 58 bookings
 - L'Ecole Brodeur - 70 bookings
 - Highrock Park - 1 event
- Pruned 70 municipal trees
- Removed 16 municipal trees
- Planted 44 municipal trees
- A new wood chip trail was installed in the meadow at Highrock Park
- Interpretive signage was installed at Highrock Park
- 2 new benches and 1 new picnic table were installed at Highrock Park
- Flower bed renovations were completed on the eastside of Saxe Point Park
- New grass was established in the 'Wedding Area' of Saxe Point Park

2. Recreation Services

Fitness and Sports

- Personal Training sales are up with 86 packages sold.
- Registered Fitness classes were similar to 2017 numbers with 725 registrations.

- In January, Fitness Programming hosted “Try-It” week with over 300 participants.
- The 2018 Esquimalt 5K was held on April 7th with 401 registered in the 5K and 117 Kids registered in the 1K Kids Run.
- Esquimalt’s 10K Clinic had 50 participants this year.

Aquatics

- The Aquatic Interval Fitness class registration increased from 15 in 2017 to 28 in 2018 and Aquatic Water Running increased from 11 in 2017 to 25 in 2018.
- Registered Private lesson numbers increased from 64 in 2017 to 100 in 2018.
- Community swimming lesson numbers increased from 552 in 2017 to 590 in 2018.

Maintenance

- An Exposure Control Plan for the ammonia plant at the Sports Centre was written and reviewed by staff, meeting new WorkSafeBC requirements.
- On going painting of doors and frames continues at the Recreation Centre.
- A new motor was installed in the exhaust fan for the pool change rooms.
- Replacement of the Sports Centre Refrigeration Equipment is underway.
- Curling ice was removed March 19th and the hockey ice was removed March 29th.

Marketing & Registration

- 5,943 Course registrations were processed during this period.
- 3,273 Membership products were processed. These include: passes and drop in punch cards sold and renewed.
- 948 Products were sold through the Recreation Centre Shop. These include: googles, swim caps, ear buds, swim diapers, water bottles and umbrellas.
- There were 30,534 single admission drop-ins and 74,565 memberships were scanned - a total of 105,099 admissions - during this period.
- Online registration continues to be well received with 2,684 registrations and drop-in class reservations completed by clients online compared to 1,087 last period.
- Esquimalt Parks & Recreation social media platforms continue to engage more followers with 4,311 followers on Twitter, 4,251 on Facebook and 1,112 on Instagram.
- Parks & Recreation e-Newsletters were delivered January, February, March and April with a consistent open rate of 42.70%, 39.73%, 39.23% and 37.02% respectively.
- Online registration is now open and functioning for all recreation programs.

Preschool, Children and Youth Services

- Registration for Out of School Care, for the 2018/19 school year, opened on April 10th, and it was full (58 spots) within the hour of opening. A waitlist has been started.
- This Spring Break we offered 2 Spring Break Playground Camps, 1 OSC Licensed Camp and 2 Specialty Camps. 169 children attended our camps. This is an increase from the 92 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). Our Teen Night programs running

Thursday to Saturday nights at the Recreation Centre have seen grown from an average of 38 youth last year up to 60 or more.

Arts, Culture, Social & Special Interest Programs

- A new creative arts pilot project called The Secret Ingredient was launched in January. The Secret Ingredient combines skill building, access to healthy food, and a supportive social environment.
- The January-March ArtLab session received 22 registrations; StitchLab received 18 registrations.
- The Creative Arts, Social & Special interest portfolio was able to maintain last year's record high enrollment, with 150 programs running and 1035 registrations January-April 2018.
- New courses included:
 - Adults: Brew your own Kombucha, Watercolour on masa paper continuing studio, make your own bamboo leggings
 - Youth: The Secret Ingredient
 - School-aged: Machine sewing 101, Needle felting
 - Seven new volunteers were trained to assist our creative arts programs. New volunteers assisted with drawing and cooking classes for kids/youth, ArtLab, StitchLab and The Secret Ingredient.

Community Development and Events

- Family Day, Monday February 12th, was very well attended with approximately 800 people in attendance. This year's event featured many free and family friendly options for the public, such as: swimming, skating, a family dance class, family yoga, and family pickleball. Kindergym, an Esquimalt Lion's Club BBQ, and Donald Dunphy the magician were also included. Community Partners included the Esquimalt Lion's Club and Country Grocer.
- The annual Esquimalt Photography Club Spring Photo Show engaged visitors in the Recreation Centre for the duration of the month of March. Voting was moved completely online for the first time with hundreds of votes cast. The club also hosted an open-house in the atrium on March 7th that saw 40 people in attendance. New picture rails that were installed in the Atrium made the set up and take down for this event much more efficient and the display looked exceptionally well presented.
- Branch Out! - Gorge Park was held on the 3rd of March. This collaboration with the Greater Victoria Green Team brought 30 people to the park and helped with invasive species removal.
- The Gigantic Garage Sale was held in the curling rink March 24th. This garage sale was the biggest to date, with all 120 tables selling out well in advance.
- The Annual Esquimalt Lions' Easter Egg Hunt occurred on Sunday April 1st. Approximately 600 people participated in the event this year.
- Our Volunteer Appreciation event occurred on Thursday April 18th to celebrate National Volunteer Appreciation Week. Approximately 50 program and community event volunteers attended the event that took place in the Sports Centre Lounge.
- The Esquimalt Earth Day Celebration was held on April 25th. This event drew over 1500 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. This year marked the return of nature walks for younger participants and was helped greatly by the

leadership class of L'Ecole Victor Brodeur. Partnerships that helped make the event a success were: Simply Pure Water, Bartlett Tree Services, Kimoff Nursery, South Island Ferns and Country Grocer.

- The Free Community Tax Clinics had 6 volunteers filing over 280 returns for local community members free of charge.

Archie Browning Sports Centre

- The Sports Centre hosted 8 adult curling bonspiels and one youth curling day.
- The Victoria Racquet Club held "Beauty and the Beast On Ice" March 23-25th.
- The first Roller Derby Game of the season was held in the Curling Rink on April 7th. There was a full crowd of 600 people in attendance.
- Victoria Esquimalt Lacrosse Association held a Bantam Tournament from April 13-15th.
- Gorge Soccer Association held their annual awards banquet in the Curling rink on April 13th with 450 soccer players and their families in attendance.
- The Greater Victoria School District brought their annual Career Fair to the Sports Centre this year and will continue here as their regular venue. This event brought in 94 Vendors and all Grade 11 and 12 students from the district.
- The Military Tattoo was held in the Arena on April 22nd with 300 in attendance.

Arena Programs

- The Coast Capital Free Skate and Spring Thaw took place on Wednesday March 28th and had 95 people attend.
- Registration for our Skating Lessons were full (6 participants per class) for Preschoolers and School Age Levels 1 to 4 for January to March.

II. COMMITTEES

- The Parks & Recreation Advisory Committee met on March 28th.



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

Staff Report

File #:18-215

PERIOD REPORT

DATE: May 03, 2018

Report No. FIRE-18-002

TO: Laurie Hurst, Chief Administrative Officer

FROM: Steve Serbic, Assistant Fire Chief

SUBJECT: Fire Department - 2018 First Period Report

The following is a report on the activities pertaining to the Fire Department from January 01, 2018 to April 30, 2018.

I. DIVISION ACHIEVEMENTS AND ACTIVITIES

1. Operations Division

Call Type and Volume		Routine Activities	
Alarm calls	29	Assist other agencies	0
Assist public	20	Bylaw inquiries	0
Burning complaints	3	General inquiries	1
Hazardous materials	4	Oil tank inspections	11
Structure fires	4	Placed on standby (C.S.R., Fire)	1
Other fires	7	Plan review	0
Other responses	8	Public ed. / hall tour	6
Medical aid	360	Fire investigations	0
MVI	16	Business licenses	0
Rescue	1	Car seat inspection	5
Electrical emergency	5		
Total Period	457	Total Period	24
Responses YTD	457	Activities YTD	24

2. Community Services

Prevention Activities

Crews have had a good start to this year's fire inspection program and have become more accomplished with data entry into the new FDM Inspection module program the department implemented this year.

The department continues to work with the other municipal departments in achieving quick turn around of new business license applications. In the first quarter, were we involved in 42 applications.

2018 Company Inspections			
Platoon	Total Premises	Inspections Completed	Inspections Ongoing
A	140	43	3
B	132	31	4
C	131	49	30
D	145	30	15

3. Department Services

The department has had a busy first quarter from an events and training perspective. Crews have been participating in advanced training with the Justice Institute at West Bay Marina along with a visit from the Coast Guard. This advanced training is in preparation for an emergency event at the marina, similarly to the training at the West Bay RV Park. That training at the RV Park was thankfully done just before the motorhome fires and was extremely effective in helping quickly contain those motorhome fires.

The department has also been carrying out strategy and tactical drills on some of Esquimalt's older 3 and 4 storey buildings that are at a higher risk of having an emergency event. This training allows the crews to refine their skills and look at "best practices" in the unfortunate chance that they do respond to an actual event in those particular buildings.

Lastly, the department has been working with the First Nations Emergency Services Society to fine tune details on the up coming First Nations Expo that the Township will be hosting from June 4-6, 2018.

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.