



# **CORPORATION OF THE TOWNSHIP OF ESQUIMALT**

## **Agenda - Final**

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

### **Special Committee of the Whole**

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Monday, September 17, 2018

5:45 PM

Esquimalt Council Chambers

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**1. CALL TO ORDER**

**2. LATE ITEMS**

**3. APPROVAL OF THE AGENDA**

**4. STAFF REPORTS**

- 1) [18-393](#) Strategic Priorities 2015 - 2019

*Attachments:* [Strategic Priorities Chart](#)

- 2) [18-394](#) Operational Strategies 2018 Second Period Updated Chart

*Attachments:* [Operational Strategies - 2018 - 2nd Period Updated Chart](#)

- 3) [18-384](#) CAO - 2018 Second Period Report, Staff Report ADM-18-026

- 4) [18-379](#) Corporate Services - 2018 Second Period Report, Staff Report ADM-18-027

- 5) [18-373](#) Community Safety Services - 2018 Second Period Report, Staff Report CSS-18-013

*Attachments:* [Bylaw statistics chart](#)

[Unsightly Properties](#)

[Building Permits](#)

[Deer Management - Esquimalt public education update](#)

- 6) [18-382](#) Financial Services and IT Departments - 2018 Second Period Report, Staff Report FIN-18-013

- 7) [18-385](#) Engineering and Public Works - 2018 Second Period Report, Staff Report EPW-18-030

- 8) [18-386](#) Development Services - Second Period Report 2018, Staff Report DEV-18-069

- 9) [18-380](#) Parks and Recreation Services Department - 2018 Second Period Report, Staff Report P&R-18-009

- 10) [18-383](#) Fire Department - 2018 Second Period Report, Staff Report FIRE-18-004

**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



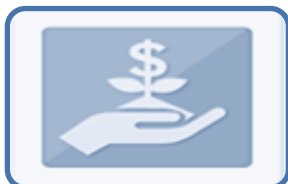
### **We continue to enhance the health and liveability of the community**

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



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

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

# Operational Strategies 2015 - 2019

## HEALTHY AND LIVEABLE COMMUNITY

Operational strategies	Responsibility	Progress
<b>Support community growth, housing and development consistent with our Official Community Plan (OCP)</b>		
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 to develop a course of action for the situation.
Consider establishment of Social Planning Committee	Corporate Services Development Services	To be reviewed during Council Strategic Planning Session scheduled for November 30-December 1, 2018
Develop strategy for private use of public lands	Community Safety Services Development Services	Report taken to Council <i>In Camera</i> re: enforcement.
Consider establishment of Housing Task Force after adoption of OCP to research and recommend sustainable and inclusive housing strategies	Development Services	The OCP has been adopted. Development Services is waiting for further instructions from Council via the Chief Administrative Officer.
Adopt and implement updated OCP including all DP Guidelines	Development Services	Completed.
<b>Ensure multi-modal traffic strategies consider and reflect business and residential growth and development</b>		
Research and consider best practices for multi-modal traffic initiatives and strategies	Engineering & Public Works	Project for traffic studies underway. As work proceeds these practices will be reviewed/modified/implemented as per project area.
Integrate Bike Lanes with consideration of CRD Master Cycling Plan	Engineering & Public Works	Project for traffic studies underway. As work proceeds these practices will be reviewed/modified/implemented as per project area.
Engage with stakeholders and user groups to ensure input is considered	Engineering & Public Works	Project for traffic studies underway. As work proceeds these practices will be reviewed/modified/implemented as per project area.
Utilize groups as needed for referral and recommendation on accessibility issues (ie Recreation Integration Victoria)	Engineering & Public Works Parks & Recreation	As projects are started, engagement will be carried out with user and stake holder groups.
Consult with Esquimalt Chamber of Commerce on installation of additional bike racks in commercial areas	Development Services	Consultation will occur as development proposals are considered.

# Operational Strategies 2015 - 2019

<b>Build a vibrant and sustainable arts, culture and heritage community</b>		
Review and update public art policy	Parks & Recreation Development Services	Work on this item will begin during the Winter.
<b>Parks and Recreation enhancements and strategic parkland acquisition and expansion</b>		
Continue to implement a multi-year upgrade and replacement of Township playground areas (Hither Green & Little League)	Parks & Recreation	Little League playground upgrades are underway. Community consultation for Hither Green design will begin this Winter.
Facilitate and conduct public consultation for McLoughlin Point Amenity Reserve Funds	Parks & Recreation	The McLoughlin Amenity Fund Round #2 community consultation is currently underway.
Continue with opportunity to replenish Parkland Acquisition Fund	Parks & Recreation Financial Services	Work is ongoing. Discussion with the Lampson Park property is in process with Development Services.
Increased engagement with Parks & Recreation Advisory Committee	Mayor & Council Parks & Recreation	Staff invited the Committee to be involved in the Information gathering process for the McLoughlin Amenity Fund.
<b>Ensure heritage values are considered in land use decisions</b>		
Training for Advisory Planning Commission members on Heritage Values	Development Services	This will be done in the third period.
Complete 2 additional statements of significance in accordance with the Heritage Policy	Development Services	The Statement of Significance for St. Peter and St. Pauls Church has been completed adopted by Council. A second one will be completed as time permits.
<b>Support food security and initiatives to improve community spaces</b>		
Explore opportunities for community gardens	Parks & Recreation	Staff are working with new Community Garden stakeholders for expansion and upgrades at Anderson Park.
Promote awareness of urban farming opportunities	Development Services	With the adoption of the OCP there is now a robust policy framework to support urban farming. Staff will use all available opportunities to promote urban farming
<b>Proactively address emerging trends in public safety</b>		

## Operational Strategies 2015 - 2019

Ensure compliance with Victoria and Esquimalt Police Framework Agreement	CAO Community Safety	On going discussions with VicPD, City of Victoria and Police Services with the Province regarding policing and the applicability of the Framework Agreement. Recent meeting with new Esquimalt Police Board representative regarding Framework Agreement and policing in general
Establish regulations for legalization of marihuana	Community Safety Human Resources Development Services	Re-zoning process has been determined to be most applicable for stand alone cannabis sales.
Research opportunities for public alert system	Community Safety	Province has rolled out a fan out system, one test has been conducted. Connect Rocket being used for smaller scale fan outs to Staff and associated partner agencies

# Operational Strategies 2015 - 2019

## KEY RELATIONSHIPS

Operational strategies	Responsibility	Progress
<b>Advocate at the regional level for voice and equity in regional services</b>		
Review Capital Regional District arts service involvement and funding	Financial Services	This will be reviewed with a staff report being prepared during the third period
Explore and identify efficiencies between local and regional initiatives	**staff responsibility dependent on specific initiative	Participation in regional emergency social services meeting and exercises, participation in regional and provincial emergency management project working groups and Commissions Fire Dispatch service contracts have been signed and transition to Surrey is almost complete; comprehensive RFP process was joint effort with 4 other municipalities
<b>Work with First Nations and the Esquimalt community to support economic, social and cultural opportunities</b>		
Continue to organize regular Community to Community forums	Development Services	Staff successfully receive funding to host Community to Community forums.
Consult and engage with First Nations on economic development and planning initiatives	Development Services	All OCP amendments are circulated to both First Nations. In addition, staff constantly look for opportunities to cooperate in planning and economic development initiatives.
<b>Advocate with intergovernmental entities to promote issues affecting Esquimalt</b>		
Utilize larger organizations to advocate with other levels of government (AVICC/UBCM/FCM)	Mayor & Council	5 resolutions sent to UBCM on sustainability initiatives and one issue on the Motor Vehicle Act sent to the Federal Government in this period
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 and jurisdictional issues in regard to a land transfer.
Clarify and establish Esquimalt position on Victoria & Esquimalt Police Board	Mayor & Council CAO	CAO and Director of Community Safety met with new representative on Police Board to review Framework Agreement and policing in general.

# Operational Strategies 2015 - 2019

<b>Continue working with government and school district stakeholders to promote positive relationships and advance issues impacting the community</b>		
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.
Continue to enhance use of social media as engagement tool	Corporate Services	Sharing posts from community stakeholders and Parks & Recreation; weekly meetings to plan and schedule regular posting content; developing graphics and using images to enhance social media content
Promote emergency preparedness through shared initiatives and training	Community Safety	Participation in various Provincial and regional conference calls and working groups, including National Disaster Mitigation Program Grant submission for Capital Region Coastal Flood Inundation Mapping that includes tsunami modelling; hosting EMBC sponsored courses for Region
Utilize Community Safety Working Group on issues impacting the community	Community Safety	The Group has reviewed concerns relating to traffic and also properties that generate multiple bylaw and police calls for service. Strategies implemented have resulted in call reductions.
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 II of the community consultation is currently underway and results will be presented to Council early in 2019.



# Operational Strategies 2015 - 2019

## RESILIENT AND DIVERSE ECONOMY

Operational strategies	Responsibility	Progress
<b>Continue to work with development partner on Esquimalt Town Square Project</b>		
Obtain Certificate of Compliance	Engineering & Public Works	Final submission package is being finalized with submission expected in third period.
Monitor construction of new library space	Development Services	Development Services is working with both the library staff and the developer to ensure that the new library is built according to specifications.
Finalize storm and sanitary servicing	Engineering & Public Works	Tender package for the work is expected to be released early in the third period. Completion will be at the end of third period or early 2019.
Ensure regular community updates on ETS progress (timelines/status in newsletters)	Development Services Corporate Services	Updates provided through community newsletter and dedicated section of website (Esquimalt.ca/ETS)
<b>Implement Economic Development Strategy</b>		
Review and update economic development strategies and action plan including measurables	CAO Development Services	Staff will bring a proposed process to Council for discussion. This will be done in the third period.
Engage consultant to develop Communications and Marketing Strategy and materials	CAO Development Services	Drafting of the request for proposals has begun and will be issued in the third period.
Utilize relationship with Urban Development Institute as additional input and resource for economic development, including workshop session	CAO Development Services	A workshop is planned for the end of September.
Prepare business case outlining options for enhanced economic development	CAO	The business case will be presented to Council during budget deliberations in the first period of 2019 to coincide with transfer of funds currently utilized for South Island Prosperity Project membership.
Utilize relationship with Esquimalt Chamber of Commerce to increase engagement with local businesses	CAO	Chamber is currently being engaged to contribute resources to the 'Welcome to Esquimalt Packages' and continues to be involved in consultation on amenity funds.

# Operational Strategies 2015 - 2019

<b>Support revitalization and beautification initiatives along Esquimalt Road</b>		
Promote Revitalization Tax Incentive Program	* as part of EDS marketing strategy	Program is highlighted on our website and has been highlighted in several publications by the Township Communication Specialist.
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 referred to the EAC's September meeting.
<b>Ensure processes for business and development are clear and consistent</b>		
Review Township policies and bylaws to ensure efficient processes; amend and update as necessary	Corporate Services	3 Council Policies and 4 Bylaws were reviewed and updated (not including land-use related bylaws)
Consider improvement to user services on website to make more accessible	Corporate Services	Working with website consultant to optimize site map of Township website
<b>Encourage and facilitate community involvement that supports non-governmental initiatives</b>		
Recruit volunteers for ETAG (Esquimalt Together Against Graffiti)	Engineering & Public Works	Undertake a review of how ETAG is structured and then carry out a recruitment drive. Drive to occur in third period and early 2019.
Coordinate with Esquimalt Chamber of Commerce to connect with local businesses on major initiatives	Mayor & Council CAO	Major initiative continues to be amenity fund consultation at this time.

# Operational Strategies 2015 - 2019

## WELL MANAGED AND MAINTAINED INFRASTRUCTURE

Operational strategies	Responsibility	Progress
<b>Participate in integrated waste strategies</b>		
Monitor compliance with all zoning and development agreements for McLoughlin Point WWTP	CAO Development Services	All permits have now been issued for both McLoughlin and Macaulay; letter requesting release of amenity funds has been forwarded to CRD.
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 with the technical committee to review proposed work and how existing infrastructure will be protected or enhanced.
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 the development or implementation. RFP for IRM strategy for Township to occur in the third period.
<b>Identify infrastructure repair and proactively plan for replacement needs</b>		
Implementation of Inflow and Infiltration management plan and evaluation of underground infrastructure	Engineering & Public Works	RFP for model component is under review. Continue to develop policy for cost sharing model for inflow and infiltration.
Continued implementation of sidewalk master plan	Engineering & Public Works	Initiated construction of projects for new and replacement sidewalk projects in the second period with construction being completed in the third.
Continued implementation of roadway master plan	Engineering & Public Works	Work for storm/sanitary main inspection and cleaning continued in second period and into third. Starting to develop priority list of trouble spots.
Continued implementation of street lighting improvements and upgrades	Engineering & Public Works	Project started in second period with completion in third period.
Public consultation for McLoughlin Point Amenity Reserve Fund (PSB)	Fire Chief	Public Consultation is in progress through local community events (Stage 2).
<b>Identify long term financial requirements for infrastructure</b>		
Complete and update infrastructure and asset inventory	Financial Services Engineering & Public Works	Information on linear and vertical assets collected and assigned to databases.

## Operational Strategies 2015 - 2019

	Parks & Recreation	
Development of asset management strategy and plans	Financial Services Engineering & Public Works Parks & Recreation	Utilizing asset management philosophy and strategies, a consultant has been retained to carry out a gap analysis and prepare an action plan for advancing asset management. Work started in second period and will be completed late 2018/early 2019.



# CORPORATION OF THE TOWNSHIP OF ESQUIMALT

Municipal Hall  
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## Staff Report

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**File #:**18-384

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### PERIOD REPORT

**DATE:** September 11, 2018

Report No. ADM-18-026

**TO:** Mayor and Council

**FROM:** Laurie Hurst, Chief Administrative Officer

**SUBJECT:** CAO - 2018 Second Period Report

The following is a report on the activities pertaining to the CAO's Office from May 1, 2018 to August 31, 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; review of library design details, offsite development costs and overall progress of development with senior leadership team
- Continued to liaise with property manager for 1237-1243 Esquimalt Road until demolition; demolition now complete
- Continued with coordination of regional council orientation and in house training to follow local government elections in October
- Finalized contract with four other municipalities on transition of fire dispatch service from Saanich to Surrey; transition date now set in September
- Community consultation on McLoughlin amenity funds continued over the summer as phase 2; working group will review results in September
- Worked with Emergency Management BC staff as a member of the Regional Emergency Management Partnership on the concept of operations process; attended Regional Concept of Operations Engagement Workshop with regional emergency planners and stakeholders to further develop concept of operations
- Attended and participated in preparation meetings with GVLRA and other municipal employers in relation to CUPE Local 374; active bargaining occurred May 3 and 4 with additional dates set for September; agreement at the joint table has yet to be reached; agreement at local table for Esquimalt was achieved
- Met with Framework Agreement Administrative Committee to discuss 2018 resourcing

requests from VicPD, no resolution achieved to date; met with consultants engaged for the Provincial Review of the Framework Agreement and outstanding 2018 resource requests in conjunction with Victoria City Manager

- Attended meetings of the Regional Integrated Police Units Working Group with the Mayor as well as a session specific to regional CAOs
- Prepared information sheet for LGMA's recently published *Elected Officials Orientation Resource Toolkit* which features Esquimalt as a 'Spotlight Community'; collaborated and contributed to the LGMA Tip Sheet - *Talking to elected officials about learning*
- Discussed various topics with senior staff to provide strategic input: potential housing development at 867 Lampson, logistics for media event with Minister Duclos, initial planning for potential C2C forums, DND lands jurisdiction and various complex development projects in the community
- Conducted performance review and confirmation for Executive Assistant to Mayor and CAO
- Participated in grievance meetings; 2 for IAFF and 1 for CUPE; one grievance remains outstanding with IAFF
- Review and approval of corporate public communication materials

### 3. Other

- **Regular meeting attendance and participation:**
  - CAO/Mayor - weekly
  - Senior Leadership group - 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:**
  - Base/Township luncheon attended in May
  - Accepted invitation to be a mentor for University of Victoria School of Public Administration MPA program; mentoring sessions included Professional Integrity in Public Administration, Moving to New Organizations and Embracing Leadership Turnover and Rounding Out and Elevating Competencies: Filling Gaps and Developing as Leaders Over a Career
  - Panel speaker at LGMA Administrative Professionals Workshop - *What to Expect During an Election*
  - Participated in Big Bike ride for Heart and Stroke Foundation
- **Training/Workshops/Seminars:**
  - Regional Concept of Operations Engagement Workshop

## II. COMMITTEES

- CAO is appointed to and participates on the following committees:
  - Internal
    - McLoughlin Amenity Funds Working Group
  - External
    - Regional Emergency Management Partnership Steering Committee
    - Administrative Committee - GVLRA
    - Administrative Committee - Police Framework Agreement



# CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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## Staff Report

File #:18-379

### PERIOD REPORT

**DATE:** September 10, 2018

Report No. ADM-18-027

**TO:** Laurie Hurst, Chief Administrative Officer

**FROM:** Anja Nurvo, Director of Corporate Services

**SUBJECT:** Corporate Services - 2018 Second Period Report

The following is a report on the activities pertaining to the Corporate Services Department from May 1, 2018 to August 31, 2018.

- **DIVISION ACHIEVEMENTS AND ACTIVITIES**

- 1. **Corporate Services**

- Staff completed the following:
  - 30 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
  - 6 proclamations prepared and posted, including on website
- Corporate Officer and Deputy Corporate Officer completed 9 electronic registrations at Land Title Office, and commissioned 23 documents for members of the public
- Corporate Officer responded to 8 requests for access to records under the *Freedom of Information and Protection of Privacy Act* (YTD 19); two appeals to Office of the Information Privacy Commissioner were completed and additional redacted records were subsequently released to the applicant in accordance with the investigator's decision
- Corporate Services staff continued with implementation of pilot electronic records structure for Departmental records, transferring existing files and preparing new files into the new electronic structure
- Executive Assistance coordinated registration and all arrangements for travel and accommodation for 2018 Conferences for Council, as well as organizing 3 Mayor's Open Door meetings, 1 Police Board meeting, and coordinated compilation and drop off of new resident packages
- Executive Assistant provided ongoing assistance to and acting as backup for Communications Specialist
- Executive Assistant organized and promoted Heart & Stroke Foundation Big Bike Ride, with several staff participating in the Ride



- Staff coordinated several post-election meetings, including Joint New Council Orientation, Inaugural Council meeting, and in-house Council Orientation
- Chief and Deputy Election Officers continued with arrangements for the 2018 local government election, including statutory notices, advertising, preparation of Nomination Packages, and liaising with neighbouring municipalities on cost sharing opportunities. Substantial staff time was spent on completion of the Voters' List. This is the first time that the Township has used the Provincial Voters' List as opposed to Voting Day Registration, as directed by Council. During this period, in excess of 90 hours of staff time was required for preparation of the finalized Voters' List which was available for distribution to candidates and for public inspection upon request.
- Administrative Assistant/Deputy Corporate Officer continued with courses towards a Diploma in Public Administration, completing 2 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

## **2. Communications**

- Revisions and final design of Esquimalt's Official Community Plan, as well as communications support for OCP review
- Completion of 2017 Annual Report
- Worked with Mayor on a variety of writing assignments, including monthly Victoria News columns, speeches and presentations
- Continued with program of news releases and media advisories, posting 35 news items to the website and issuing one release using the regional news media contact list
- Assisted with promotion of community events and media photo opportunities, posting 34 event announcements to the corporate website
- Coordinated editorial in the August 2018 "Experience Esquimalt", a quarterly feature page in the Victoria Times Colonist, showcasing Ribfest as well as other community events
- Managed communications for the McLoughlin Amenity Funds Working Group
- Photography for internal and external news, events and website content
- 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; a total of 41 news items were posted to the internal staff website (The Bridge) during the period
- Daily home page updating of The Bridge with information of interest to staff, including announcements, staff moves, news items, videos and photo galleries
- Liaised with advertising representatives from print, broadcast and online media on advertising and digital opportunities
- Preliminary work on summer/fall 2018 "Current" newsletter
- Designed and coordinated production of presentation folder for newcomer's welcome package
- Communications support for Tillicum Corridor Improvement Project

### **Communications Analytics for the Period:**

- Website Google Analytics
  - 236,339 page views (258,330 page views last period)
  - Top three page views: 1) Home page, 2) Parks and Recreation, 3) P and R drop-in schedules
- Daily monitoring of social media sites and posting of information (last period in brackets)
  - 139 (132) tweets and retweets posted to Twitter
  - 70 (311) new Twitter followers added during the period
  - 141 (123) new timeline posts to Facebook
  - 71 (139) new Facebook likes during the period

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

- Legistar Analytics (last period in brackets)
  - 1050 (1160) total page views (all pages in the Granicus system)
  - 541 (550) total visits (total number of times visitors came to the site)
  - 454 (476) total unique visitors - individual views of the site
  - 88% (73%) desktop, 12 % (27%)

### 3. Archives

#### Statistics:

- **784** Volunteer Hours by 5 volunteers
- **42** Requests for Information Received
- **26** Visitors (including a couple from Essex, England)
- **509** Brochures Distributed (Walking Tours - **425** and Macaulay - **84**)
- **4** donations of archival material (including a mounted display of WWI and WWII medals from the Herald Family)
- **14** New collections of archival material accessioned
- **\$125** in Financial Donations Received (as of July 2018 there was \$3393 in Archives Trust Fund)
- **6** photos taken of old buildings prior to demolition permits being issued.

#### Highlights:

- New Archivist/Records Coordinator, Jessica Nichol, started work on August 7<sup>th</sup>, splitting her time between Records Management in Corporate Services and Archives on Tuesday and Thursday mornings.
- Volunteers continued processing and/or creating finding aids for significant collections such as the Esquimalt Arts and Crafts Society collection; one new volunteer started in August and is currently sorting and organizing clippings, as well as replacing vertical files.
- Other notable events and activities included:
  - Volunteer Archivist attended and/or participated in various events including the Hallmark Awards Ceremony, Neighbourhood Days, and Fort Macaulay Day, as well as acting as an escort to Her Honour Lt. Gov. Janet Austin, OBC during the Candlelight Tribute Service
  - Volunteer Archivist collaborated with the Base's public affairs staff to develop a history of Veterans' Cemetery God's Acres and did a related [video interview](https://www.facebook.com/EsquimaltBase/videos/gods-acre-the-first-grave/1927417493944609/) [<https://www.facebook.com/EsquimaltBase/videos/gods-acre-the-first-grave/1927417493944609/>](https://www.facebook.com/EsquimaltBase/videos/gods-acre-the-first-grave/1927417493944609/) that was shared nationally
  - Archivist/Records Coordinator visited View Royal and Saanich's archives and discussed their policies, successes, and ongoing challenges with their staff
  - Archives staff provided assistance to two authors, Mary Conley and May Wong, researching Esquimalt's art deco houses and the Japanese Gardens respectively
  - Collaborated with Lookout & Base Museum to identify buildings in an old Yarrows photo
  - Volunteer Archivist provided photos and wrote article about Buccaneer Days for *Victoria News*
  - Participated in Old Cemeteries Society's tour of Ross Bay Cemetery that highlighted Confederation

politicians, including John Nicholson and Duncan Ross of Esquimalt

#### **4. Human Resources**

##### Recruitment (Regular Positions)

There were 3 regular positions posted and filled, and 5 in progress at the end of August:

##### *Completed:*

- Archivist/Records Coordinator (Corporate Services)
- Planning Technician (Development Services)
- Lounge Supervisor (RPT Seasonal - Parks & Recreation)

##### *In Progress:*

- Building Maintenance Worker (RPT - Parks & Recreation)
- Community Development Programmer (Parks & Recreation)
- Office Administrator (Engineering & Public Works) - reposted
- Public Works Supervisor (internal)
- Building Maintenance Worker (RFT - Parks and Recreation)

##### Labour Relations

##### *Collective Bargaining:*

IAFF: Preparations for collective bargaining with IAFF has begun, with three dates currently scheduled with IAFF: September 20, 21 and October 30<sup>th</sup>.

CUPE: Collective Bargaining with CUPE has not occurred since May 3, 2018; however another date has been set for September 7<sup>th</sup>.

##### *Grievances:*

IAFF: There were two IAFF policy grievances in the period, one regarding the way the Township pays for a call-out, and the other regarding vacation scheduling. The grievance regarding call-out was withdrawn, and the vacation scheduling grievance is now scheduled for arbitration for early 2019.

CUPE: There were two CUPE grievances in the period, one of which has been withdrawn.

##### Staff Training

May 18, 2018: In-house seminar provided by the Employer's Advisor's Office: "Claims Management 2: Stay at Work/Return to Work". There were 24 staff in attendance which included supervisors, managers, directors, and human resources and payroll staff.

##### General

- Human Resources developed and implemented a Management Policy regarding Criminal Records checks, which outlines the current process the Township currently follows.
- A draft Drug and Alcohol policy is currently in the development stage and will be implemented prior to the legalization of cannabis in October, 2018.
- With the assistance of an independent consultant, a review of the current Council remuneration was completed, with changes to Council policies regarding Council remuneration being approved.

#### **• 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.



# CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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## Staff Report

File #:18-373

### PERIOD REPORT

**DATE:** September 11, 2018

Report No. CSS-18-013

**TO:** Laurie Hurst, Chief Administrative Officer

**FROM:** Blair McDonald, Director, Community Safety Services

**SUBJECT:** Community Safety Services Department - 2018 2<sup>nd</sup> Period Report

The following is a report on the activities pertaining to the Community Safety Services Department from May 1st, 2018 to August 31st, 2018.

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

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

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

The NEPP recruited a new volunteer this period and continues to update social media to advertise events and to provide emergency preparedness information to residents.

The first week of May was emergency preparedness week, and staff presented emergency preparedness information to a total of 167 Grade 4 students at Macaulay Elementary and Victor-Brodeur schools. 200 starter emergency kits were assembled by 5 volunteers and staff and were distributed to the students along with emergency preparedness information to take home to their families.

During Emergency Preparedness Week, staff and the NEPP coordinator put on two emergency information sessions and the Coordinator assisted providing information to attendees of the Juan de Fuca Emergency Preparedness Display on May 6.

During the period, staff and volunteers provided emergency preparedness information and guidance to residents and stratas, for a total of six sessions to approximately 50 individuals. The fall / winter schedule has been released with additional times to allow for more residents to attend sessions.

- **Emergency Social Services (ESS)**

Staff attended regional Emergency Social Services Directors meetings and continues to engage in regional ESS planning with delivery of an ESS exercise in the next period.

The ESS team met once during the period and the Level one Team met twice. The Level One backpacks were updated and two of the ESS supply bins were consolidated to allow use of the other bin for the Recreation Department and the Esquimalt Market for the summer. The ESS all call notification system was tested successfully twice during the period.

Two volunteers attended “Managing Walk in Volunteers” training in Sooke in May. Ten volunteers attended the Vancouver Island Emergency Preparedness conference that took place at the University of Victoria June 8 to 10. This conference provided educational opportunities to all Emergency Program volunteers with a focus on ESS and included courses and presentations. Topics included a Disaster Psychological First Aid Workshop, the 2017 Flood and Fire Season: What We Learned, Working with our Indigenous Neighbours, a Panel of various Disaster Partners, Understanding Natural Hazards, and Communicating with Evacuees.

ESS Volunteers attended a team meeting and BBQ in July with other emergency program volunteers.

- **Emergency Radio Communications**

The team continues to activate and test the Archie Browning station once per week on Wednesday evenings, despite at least five other municipalities closing their radio rooms for the summer.

The team conducted full team exercise with six volunteers in late June, testing the two portable go-kits in low elevation areas of Esquimalt to check radio coverage from those areas. Two grab-and-go backpacks were prepared to complement the portable radio go-kits. They include the usual recommended items plus additional tools and radio repair/testing gear specific to the program.

The team repaired a problem with the Morse code transmission on one of the HF radios and installed a more suitable wireless networked/cloud printer which could be used in emergency battery powered situations.

The radio team has been involved in the planning of the secondary EOC exercise taking place in the next period.

- **Administration**

An Emergency Planning Committee training session took place July 24 to orient the Emergency Public Information Group on use of the new internal notification system. The 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. A guide, procedure, and protocol, have been created to assist staff, with an exercise schedule that requires different staff members to test the system each month. Both the texting and conference options were successfully tested at different times during the period.

During Emergency Preparedness Week, an information session was available for staff to learn about emergency preparedness, and all staff had the opportunity to take part in a contest to test their preparedness knowledge and winners received items for their emergency kits. Starter emergency kits continue to be distributed to new staff following completion of in-house emergency training e-modules to encourage emergency preparedness.

Staff continues to collaborate with the Province and the Region through several meetings and initiatives. These initiatives include participating in the Provincial Disaster Response Transportation Working Group and the BC Integrated Earthquake Risk Assessment Advisory Group, participating in conference calls

Staff provided input for the creation of the 2019 business plan for the Regional Emergency Management Partnership (REMP). Staff continues to attend meetings as a member of the Measuring Regional Preparedness Working group that is developing a regional survey for residents in an effort to determine where to focus regional emergency preparedness. Delivery of the survey will take place in the third period. As a member of the Regional Concept of Operations Working Group, staff attended a workshop June 12 and provided additional input into the overall project scope and plan.

As a member of the Public Education Working Group of the Local Government Emergency Program Advisory Commission (LG EPAC), staff participated in coordination of a “Get Your Kit Together” contest that provided emergency kits to winners in the region, as well as a “26 Weeks to Emergency Preparedness” social media campaign.

Staff assisted in completion of a National Disaster Mitigation Program Grant submission for Capital Region Coastal Flood Inundation Mapping that includes tsunami modelling in conjunction with representatives of the Climate Action program of the Capital Regional District and other local government emergency program managers. The project involves undertaking two comprehensive coastal inundation modelling and mapping activities related to future sea level rise due to climate change and tsunamis. If successful, the project will support the Capital region, including municipalities and other stakeholders, in better understanding the implication of rising sea levels and tsunamis and assist with future planning initiatives.

Staff continues planning to deliver the project described in a UBCM grant for \$15,000 to equip and exercise the Township’s Secondary Emergency Operations Centre and Evacuation Plan. The exercise will take place in the third period and include participation from staff, volunteers, and external agencies.

During this period staff continued to volunteer as the Sponsorship Lead and Organizing Committee member for the annual Vancouver Island Emergency Preparedness Conference that took place in June 8-10 at the University of Victoria. The two and half day conference was a huge success that attracted 180 attendees from across the province, with 29 presenters covering eleven different topic presentations.

The Emergency Program Manager deployed to assist in the Provincial Emergency

Coordination Centre (PECC) for fire response in ESS Operations and logistics in August to relieve Provincial staff and gained a better understanding of how the Provincial system operates while building valuable relationships.

## **2. Bylaw Enforcement**

- Training - The Bylaw Management Officer attended “Injunction Junction” - a one day course on using the legal injunction process in enforcement of bylaw matters.
- Bylaw Offence Notice (BON) Disputes  
26 BONs were forwarded to the Screening Officer level in this period. Of those, 16 were cancelled by the Screening Officer and 10 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, 44 complaints of unsightly properties were reported to Bylaw Enforcement. Of those, 41 were dealt with using the authorities within the Maintenance of Properties and Nuisance Regulation Bylaw. Three files remain active.

Good progress has been made in relation to the “long term” properties in this period. See attached chart for details (attachment # 2).

- Incidents of Note:  
Staff have been working with Transport Canada to have a boat moored in the Gorge Waterway declared abandoned and are seeking to take possession and dispose of the boat. A decision should be forthcoming in the next period.
- Attachments
  - Bylaw Contraventions and Complaints/Municipal Tickets and Bylaw Notices Statistics/Animal Management Report (attachment # 1)
  - Unsightly Properties Chart (attachment # 2)

## **3. Building Inspections**

- See Attachment - Building Permits Chart (attachment # 3)

## **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 has met, discussed and established action plans where appropriate on traffic control and signage design and properties which generate significant numbers of complaints to both Bylaw Enforcement and VicPD. 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 Intercommunity Business Licence Bylaw was adopted in this period and will come into force in 2019.
- The Township currently has 721 active business licences (703 in 2017) which are posted on the website and updated every three months.
- In this period, 41 new businesses obtained a licence
- In this period, 7 businesses were closed

## **6. Deer Management**

- UWSS has rolled out a public education campaign with its primary focus being harmonious coexistence with deer. (See attachment # 4 for details)
- A fall deer count will be conducted in conjunction with DND.
- DND has received a draft report from a consultant relating to Deer Management measures. The major points coming from the consultation are:
  - The deer population at CFB Esquimalt is an open system (deer can move freely on and off the property) and is likely at its carrying capacity; the population has remained stable since 2003.
  - Reducing the deer population through immunocontraception would be challenging in this open system as a high number of does would have to be treated in a sustained effort in order for any impact to be made. Any reduction in population would be filled by incoming deer from outside the Property.
  - An immunocontraception program would be more successful if undertaken in concert with the Township of Esquimalt.
  - There are currently no approved fertility control drugs licensed and available in Canada for ungulates. Other issues include: time and effort to secure the required permits, the available drugs are expensive, and administering the drugs would involve multiple capture and handling events by experienced personnel.
  - Based on the results of the report, CFB Esquimalt would only undertake an immunocontraception program in cooperation with the Township of Esquimalt.
  - DND will conduct one more round of deer surveys in coordination with the Township of Esquimalt. The Final report should address the frequency that future surveys should be conducted.



**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

**Bylaw Enforcement**  
**2018 – 2nd period**

	2017 2 <sup>nd</sup> period	2018 2 <sup>nd</sup> Period	2017 Year to Date	2018 Year to Date
<b>Total Bylaw Contraventions and Complaints Investigated</b>	144	<b>187</b>	262	<b>363</b>
➤ Streets and Traffic	48	<b>69</b>	102	<b>141</b>
➤ General Bylaw Inquiries	19	<b>23</b>	36	<b>48</b>
➤ Maintenance/Nuisance Property/Noise Bylaw	58	<b>63</b>	85	<b>85</b>
➤ Zoning Bylaw	3	<b>11</b>	4	<b>17</b>
➤ Business License	3	<b>2</b>	4	<b>40</b>
➤ Building	5	<b>4</b>	14	<b>10</b>
➤ Animal Control	2	<b>3</b>	5	<b>5</b>
➤ Park Maintenance & Tree Protection	5	<b>12</b>	7	<b>16</b>
➤ Assist Third Party Agencies	0	<b>0</b>	0	<b>7</b>
➤ Secondary Suites	1	<b>0</b>	5	<b>1</b>
<b>Concluded Investigations</b>	121	<b>170</b>	210	<b>315</b>
<b>Active Investigations</b>	23	<b>17</b>	49	<b>48</b>
<b>BON's Issued</b>	81	<b>142</b>	144	<b>296</b>
➤ Total Maximum Fine Value	4985.00	<b>6250.00</b>	7605.00	<b>16540.00</b>
➤ Total Paid	480.00	<b>1950.00</b>	1320.00	<b>5050.00</b>
➤ Total Outstanding	4185.00	<b>4300.00</b>	5965.00	<b>9790.00</b>
➤ Positive Resolution	20%	<b>43%</b>	35%	<b>31.5%</b>
➤ Outstanding Tickets	80%	<b>57%</b>	65%	<b>68.5%</b>
➤ Tickets Cancelled	1	<b>6</b>	8	<b>23</b>
➤ Warning Tickets (not included in "issued" total above)	50	<b>65</b>	101	<b>153</b>
<b>BON &amp; MTI Adjudication</b>				
➤ Disputed Matters to Screening Officer	4	<b>11</b>	6	<b>26</b>
➤ Disputed tickets – cancelled	1	<b>6</b>	2	<b>16</b>
➤ Disputed tickets – confirmed by Screening Officer	3	<b>5</b>	4	<b>10</b>
➤ Sent to adjudication	0	<b>0</b>	0	<b>0</b>

<b>Animal Control</b>	<b>2017 2<sup>nd</sup> Period</b>	<b>2018 2<sup>nd</sup> Period</b>	<b>2017 Year to Date</b>	<b>2018 Year to Date</b>
➤ Dog Tags Sold	115	135	1206	1416
<b>Incidents Investigated by Victoria Animal Control Services (VACS)</b>	239	219	414	384
➤ Dogs at Large	38	9	51	30
➤ No Leash	100	12	133	91
➤ No License	87	42	101	75
➤ Barking/Noisy Dogs	13	6	17	8
➤ Dog Attacks (on animals)	6	5	9	10
➤ Dog Attacks (on humans)	2	4	3	5
➤ Cats at Large	6	4	13	12

<b>Actions taken by VACS</b>	<b>2017 2<sup>nd</sup> Period</b>	<b>2018 2<sup>nd</sup> Period</b>	<b>2017 Year to Date</b>	<b>2018 Year to Date</b>
➤ Verbal Warnings	111	37	145	105
➤ Written Notices	93	30	94	56
➤ BON Written	10	6	11	17
➤ Animals Impounded	38	17	55	35

## 2018 Second Period Report - Maintenance of Property Bylaw Activities

	Address	Communication	Status	Pending Result
1.	1100 Block 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 (2<sup>nd</sup> time he has done that) He requested 1 month from the April 6 date. May 9<sup>th</sup> 2018 was agreed to.</p> <p>Since that time there have been approx. 10 site visits and meetings. Met with him 2x per week in the last month and a half.</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>The homeowner was still injured in May but has been getting better. Since that time he has taken <b>30</b> pick up loads of refuse, metal, car parts, wood and so on off the property. He has removed 4 vehicles from</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> <p>Significant movement forward in the last several months.</p>

## 2018 Second Period Report - Maintenance of Property Bylaw Activities

			<p>the property with prospects that at least 2 more will be going shortly. He has put up a temporary metal canvas shelter and has 3 more laid out that will house his car 'projects'. He has tidied the lot significantly. He will be getting rid of one boat and a camper, he states in not derelict will be going onto a truck that is on the property (licensed and insured) The owner was served with a letter stating the Township will be entering the property on September 6, 2018 with contractors to do the work – however considering the work now being down and the rapid movement forward Bylaw will continue to work with the Homeowner on gaining compliance. Work must move steadily ahead or contractors will be brought in.</p>	
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## 2018 Second Period Report - Maintenance of Property Bylaw Activities

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. 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 18<sup>th</sup> to have the construction completed and a date for paint is still being determined but will be shortly after that.</p> <p>Homeowner was served a letter stating the Township would be entering the property with a carpenter to finish the front stair and landing work and a</p>	Ongoing.	<p>Ongoing work with homeowner to Gained compliance to an acceptable level on the yard. A significant amount of work 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>
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## 2018 Second Period Report - Maintenance of Property Bylaw Activities

		<p>painter to paint the. The homeowner then hired a carpenter and as of September 5<sup>th</sup> the front stairs and landing are 95% completed.</p> <p>Both Bylaw and the homeowner have been working on getting house painting quotes. However, most paint companies will not do the job as the house has not been painted in <b>32</b> years. It is lead based paint and it is a significant job to paint it. One quote is \$16,000.</p> <p>Ongoing. Working on painting quotes.</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. Ongoing email contact.</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 yard is also overgrown and</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 from letter.</p>

## 2018 Second Period Report - Maintenance of Property Bylaw Activities

			<p>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>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>



Permit Type Issued	2017 – 2 <sup>nd</sup> period		2018 – 2 <sup>nd</sup> period		2018 Year to date Total	
	No.	Value (\$)	No.	Value (\$)	No.	Value (\$)
Commercial	7	3,334,290.00	6	313,500.00	12	659,500.00
Industrial	4	2,717,359.00	4	20,611,088.90	11	25,119,177.90
Institutional	-	-	-	-	2	5,704,000.00
Duplex - Demolition	-	-	-	-	-	-
Duplex Alteration/Additions	-	-	1	5,000.00	1	5,000.00
Duplex New	-	-	-	-	1	600,000.00
Single Family New	6	2,030,000.00	2	650,000.00	4	1,430,000.00
Single Family Alterations	18	464,983.00	16	833,980.00	25	1,141,480.00
Single Family Additions	2	160,000.00	6	223,280.00	10	578,280.00
Single Family Demolition	6	6,000.00	1	1,000.00	6	6,000.00
Multiple Family New	3	7,290,000.00	-	-	-	-
Multiple Family Alterations	3	130,000.00	6	84,575.00	8	184,575.00
Multi Family Additions	1	4,000.00				
Multi Family Demolition	-	-	-	-	-	-
Sign Permit	1	2,000.00	1	5,000.00	2	9,400.00
Miscellaneous Permits Chimney/Insert	2	5,900.00	1	1,000.00	2	7,788.00
<b>Total</b>	<b>53</b>	<b>16,144,532.00</b>	<b>44</b>	<b>22,728,423.90</b>	<b>84</b>	<b>35,445,200.90</b>
<b>Building Permit Fees</b>		<b>161,864.80</b>		<b>208,079.80</b>		<b>332,270.10</b>
*Plumbing Permits	33		37		70	

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

#### **Commercial Building Permits Breakdown (value of construction)**

BP013926 - 101-1245 Esquimalt Rd. – Renovation – \$60,000.00

BP013952 – 890C Esquimalt Rd. – New Storefront - \$92,500.00

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#### **Industrial Building Permits Breakdown (value of construction)**

BP013949 - 330 View Point Rd. – Expansion of existing Macaulay Point Pump Station and installation of a new force-main – \$1,653,984.90

BP013938 – 337 Victoria View Rd. – New Wastewater Treatment Plant - \$18,882,104.00

BP013955 – 825 Admirals Rd. – Temporary Storage - \$60,000.00

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#### **Misc. Building Permits Breakdown (value of construction)**

BP013946 – 1106 Lockley Rd. - New Accessory Building - \$82,500.00

BP013903 – 833 Wollaston St. – Interior renovation/rebuilt rear deck & front porch \$200,000.00

BP013954 – 918 Dunsmuir Road – New Secondary Suite - \$170,000.00

BP013960 - #9-300 Plaskett Pl. – Interior renovation - \$150,000.00

BP013896 – 1003 Wollaston St. – New Single Family Dwelling with a Secondary Suite \$350,000.00

BP013936 – 1106 Lockley Rd. – New Single Family Dwelling - \$300,000.00

BP013922 – 1217 Juno St. – Kitchen renovation - \$60,000.00

**Infrastructure Deposit of \$2500.00 taken on 14 of the 44 permits issued**



## **Urban Deer Public Awareness Campaign Update Township of Esquimalt, BC August/September 2018**

### **Media**

- **Victoria News**

- The UWSS identified issues and positive messaging and worked with Black Press to prepare three out of five “Impress Branded Content” ads/stories.
  - June was specific to the fawning season, what deer behaviour to expect and how to reduce human-deer conflict.
  - July was specific to urban deer management and the need for evidence-based information. It referenced the research currently being conducted in Oak Bay as being informative for Esquimalt and other municipalities and re-iterated Esquimalt’s leadership in undertaking a program that involved a community survey, public education and scientifically conducted deer counts
  - August was specific to reducing human-deer conflict and provided information on urban deer populations and their relative stability at this time, reminding the community that what a person sees in one area of Esquimalt will not be what everyone sees, re-enforcing the need for scientifically sound deer counts
- The next Impress Ad will be in early October and will address the second deer count that will be undertaken in October/November. The fifth and final Impress Ad will address the rutting season and review deer behaviour particularly of the bucks, and provide strategies for reducing human-deer conflict.

We are currently waiting for the KPI (Key Performance Indicators) from Black Press that will provide the breakdown of gender, age, platforms, engagement and reach. However based on informal information from BP the medium is proving to be highly successful with a large reach and “click through” rate. The Impress Ads are featured for a week with multiple impressions, “flagged” for a month, and archived for a year.

- The first advertorial was an extended version of the first Impress Branded Content ad, providing strategies to reduce human-deer conflict
- The second one will run in late September and provide detail about Esquimalt’s current urban deer management plan – the importance of the survey, strategies to reduce human-deer conflict, and the upcoming second deer count.

- **Social Media**

- The UWSS has worked with Maven's Media who specialize in Science Communications, identifying issues, topical information and general information, and messaging appropriately. We have developed content to tweet out weekly, monitoring for responses and following up where appropriate.

## **Esquimalt Website**

- The UWSS prepared and provided information and links for staff which have been placed on the Esquimalt website under "Deer" and "Deer Management".
- We will be providing updated information to be placed on the website after the upcoming deer count and report to Council.

## **Information Session**

- In consultation with staff, the UWSS will be hosting a "workshop" /information session in early October.



# CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

## Staff Report

File #:18-382

### PERIOD REPORT

**DATE:** September 11, 2018 **Report No.** FIN-18-013  
**TO:** Laurie Hurst, Chief Administrative Officer  
**FROM:** Ian Irvine, Director of Financial Services  
**SUBJECT:** Financial Services and IT Departments - 2018 Second Period Report

The following is a report on the activities pertaining to the Financial Services and IT Departments from May 1, 2018 to August 31, 2018.

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

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

- The Audited Financial Statements for the year ended December 31, 2017 were presented by the auditors and approved by Council in May. The result was a clean audit opinion and no significant unresolved audit findings were identified.
- The Township's 2017 Annual Report and the Statement of Financial Information (SOFI) were approved by Council in June.
- Property tax notices were mailed in May and all outstanding tax reminder notices were processed and mailed in July.
- Property tax statistics - 2018
  - Current property taxes collected as of July 4 - 91.2% (2017: 91.1%)
  - Current property taxes collected in full as of August 31 - 95.1% (2017: 95.6%)
  - Home owner grants claimed as of August 31 - 3,849 (2017: 3,843)
- Tax deferment statistics - 2018
  - Total deferments - 476 (2017: 427)
  - New applications - 82 (2017: 86)
  - Total deferred taxes - \$1,712,990 (2017: \$1,480,814)
- Properties with delinquent taxes were identified for potential inclusion in the 2018 tax sale scheduled in September. The relevant title holders and mortgage companies were contacted. The department continues to communicate with all parties in an attempt to avoid the need for a tax sale.
- An initial payment in lieu of taxes (PILT) amount was received in June. The amount received was slightly less than the amount requested in the application based on the BC Assessment valuations. The Township will await notice of the total amount to be received before

determining whether an appeal needs to be filed.

## **2. Risk Management**

- There are no unusual or significant liability insurance claims against the Township.
- Coordinated adequate risk mitigation regarding the skydiving exhibition at the annual Buccaneer Days event.

## **3. Information Technology**

- New server and storage infrastructure has been acquired, installed and configured. Migration from the previous servers is ongoing and will result in a more robust and easier to use infrastructure to support all Township systems.
- In an effort to provide better wireless coverage for employees and visitors to Township facilities, the procurement and testing of new wireless access points has been performed. Implementation at the Municipal Hall has been completed while other facilities are scheduled to be completed during the next period.
- During the period, a total of 340 tickets (requests for IT support) were addressed and closed. This represents a 10% increase in closed calls from the first period of 2018.
- Some system upgrades have been performed to add enhancements and fix potential vulnerabilities.
- A secure Virtual Private Network (VPN) has been established between the Township and the City of Surrey to support the new fire dispatch system. Testing is ongoing and is expected to go live in September.

## **II. COMMITTEES**

Preparation was completed for the review of Permissive Tax Exemptions by the Local Grant Committee. All applications that were received prior to the August 17 deadline were assembled for review by the Committee in early September.



# CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

## Staff Report

File #:18-385

### PERIOD REPORT

**DATE:** September 17, 2018 **Report No.** EPW-18-030  
**TO:** Laurie Hurst, Chief Administrative Officer  
**FROM:** Jeff Miller, Director of Engineering and Public Works  
**SUBJECT:** Engineering and Public Works - 2018 Second Period Report

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

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

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

- 2 service laterals installed (new) this period (total for the year = 10).
- 7 service laterals replaced (due to blockages) this period (total for the year = 15).
- 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.
- Annual program for pump maintenance/controls inspection to be completed in third period.
- Program also includes coordinating similar activities for View Royal pump stations.
- Scope of work for lockout locations on the various stations has been completed. Budget to be defined in third period.

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

- 7 service lateral installed (new) this period (total for the year = 15).
- 3 service laterals replaced (due to blockages) this period (total for the year = 9).
- Test and clear inspections as and when required.
- 1 manhole replaced this period (total for the year = 3).
- Program for catch basin cleaning was completed. 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.

- Completed grant application for end of pipe treatment structures for Gorge Creek and West Bay collection basins and submitted to Infrastructure Canada.

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

##### *Waste Water - Inflow and Infiltration*

- Working on finalizing a cost sharing strategy and bylaw for inflow and infiltration mitigation. Report will be coming to Council in third period.
- Building on work initiated from previous staff reports to Council: EPW-09-044, EPW-15-019, EPW-17-046 and EPW-17-064.
- Working with CRD Source Control to determine possible cross connection locations on Gosper Crescent.
- Interpretation of smoke testing results to take place in the first and second periods of 2019.
- Engineering developing a request for proposal for a consultant to assist in the modelling of the sanitary collection system. Request is to be released in the third period.

##### *Liquid Waste Management Plan*

- Participated on the Esquimalt Liaison Committee to review concerns and activities associated with the Waste Water Treatment Plant project.
- Participated on the Technical Committee to review technical aspects of solids line to Hartland.

##### *Integrated Watershed Management*

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

#### **5. Roads**

- Pothole repair being carried out as required.
- Spring sweeping program completed. Starting to prepare for fall sweeping program.
- Annual line painting contract completed.
- Paint of curbs, crosswalks, stop bars is underway for this year's program.
- Crack sealing program ongoing.
- Carried out surface restoration for third parties.
- Approximately 133.19 tonnes of asphalt placed for the period (total for the year = 315.57).

#### **6. Traffic Management**

- Implementation of ICBC/Township Report on uniform signage was carried out with issuance of traffic orders and sign installation. Project to be completed in late 2018/early 2019.

#### **7. Sidewalk Maintenance**

- Carried out surface restoration for third parties.

- Approximately 70.6 cubic meters of concrete (includes curb and gutter and sidewalk panels) was placed (total for the year = 116.8 cubic meters).
- Approximately 282.4 linear meters was replaced for the period (total for the year = 467.2 linear meters).

#### **8. Sidewalk Ramps**

- Two ramp locations identified and completed.
- A total of 3 ramps completed to date.

#### **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:
  - 28 - No. 1 trip hazards (11 completed to date)
  - 82 - No. 2 trip hazards
  - 154 - No. 3 trip hazards
- Work will continue in the third 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 organics bins purchased to the end of period = 19 (total additional bins purchased since 2014 = 253).
- Existing garbage and organic bins inventory has been depleted and additional bins have been ordered.
- Tonnage of garbage waste stream collected for period = 408.01 (total for the year = 830.05).
- Tonnage of kitchen scraps collected for period = 180.15 (total for the year = 361.29).
- Tonnage for the year = 1191.34 (total for same period 2017 = 1139.59).
- CRD is continuing the program of processing kitchen scraps at 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.
- Initial work has been started on request for proposal for operation site. Request will be released in the third period.



- Usage of transfer station during period: May to August:
  - Esquimalt residents = 8,561 (total for the year = 12,398).
  - View Royal residents = 4,221 (total for the year = 5,585).
  - Commercial = 19 (total for the year = 53).
  - Tonnage removed from site = 430.47 (total for the year = 820.58).
  - Tonnage removed in 2017 second period = 821.62 (total for 2017 = 2240.08).

#### *Recycling*

- Operations normal.
- Staff preparing a new contract for tender in the third 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 third period of 2018.
  - Desalination trailer specifications underway.
  - Purchased a thermoplastic line marking unit which has entered service.

### **13. Work Orders**

- Work orders for call outs and/or repairs at View Royal pump stations for the period = 2 (total for the year = 3).
- Work orders issued for asphalt/sidewalk repairs following work by other utilities for the period = 29 (total for the year = 54).
- Work orders issued for sanitary and storm services to accommodate new development in the period = 3 (total for the year = 12).

### **14. Capital Projects**

#### **14.1 Traffic Counts**

- Traffic counts completed.

#### **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.

- Carried out public engagement on Lyall Street and Lampson Street corridors on potential cross sections.
- Consultant working on interpretation of results.
- Modelling of Township completed. Undertaking review of report with consultant.
- 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 Avenue (storm drain line) - completed
  - 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 late 2018/early 2019.

#### **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 control water quality better.
- Work to be carried out in late 2018/early 2019.

#### **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**

- Work has been completed.

#### **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 and needs to be replaced.
- 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 was the lead manager on this project with Engineering staff working with them during the construction portion of the project.
- Work has been completed.

#### **14.10 Municipal Hall HVAC control System Replacement**

- IT and Public Works 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.
- Tender awarded in second period.
- 90% of the project has been completed by the end of the second period.
- Remainder of work to be completed in the third period.

#### **14.12 Street Light Replacement Program**

- Annual program for replacement started in the second period.
- A total of 103 lights replaced along the following streets: Craigflower Road, Tillicum Road and Lampson Street.
- Due to new rules from BC Hydro with respect to limit of approach, the project has been delayed as it was necessary to adjust the scope of work and retain a qualified contractor.
- Work was carried out in the second period and is expected to be completed in the third period.

#### **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 has been completed.
- Work will also be carried out to acquire right of way on Admirals Road between the Constance Avenue cut across and Bewdley Avenue.
- Land acquisition to occur in the third period/first period of 2019.
- This will allow sidewalk construction to proceed in 2019.
- The 2016 project (between Old Esquimalt Road and 832 Esquimalt Road) has been initiated and will be completed in the third period.
- Underground lines have been found to be in poor shape and a replacement program has been completed.
- Work is to be completed in the third period.

#### **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 third period.

#### **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 third period.
- 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 third period.

#### **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 will be initiated in the third period.

#### **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 third period.
- Public Works/Parks Departments continue to carry out work on the public realm as required.

#### **14.20 Esquimalt Town Square Project**

##### *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 third 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 third period with construction in the later part of the third period/early 2019.

**14.21 1237 Esquimalt Road Demolition**

- The existing building will be demolished.
- Tender was awarded in later part of the second period.
- Demolition has been started with completion of the work in the third 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 scheduled for late 2018.

**14.23 Lockley Road/Intervale Avenue 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.
- Construction will occur in the third period.

**14.24 Inflow and Infiltration Control Program**

- Engineering will prepare 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 with Council in third period 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 third period.

**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 = 1 (total for the year = 13).

**15 Development Applications**

- Number of development applications for Engineering comments this period = 10 (total for the year = 20).
- Number of building permit applications for Engineering comments = 42 (total for the year = 80).

**II. COMMITTEES**

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



# CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

## Staff Report

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**File #:**18-386

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### PERIOD REPORT

**DATE:** September 10, 2018

Report No. DEV-18-069

**TO:** Laurie Hurst, Chief Administrative Officer

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

**SUBJECT:** Development Services - 2018 Second Period Report

The following is a report on the activities pertaining to the Development Services Department from May 1, 2018 to August 31, 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 four new rezoning applications in the second period.

- (New) 939 Colville Road/825 Lampson Street - A proposal for 10 townhouses. Reviewed by the Design Review Committee on August 8, 2018 and the Advisory Planning Commission on August 21, 2018.
- (New) 901 Selkirk Avenue - A proposal for a 3 lot single family subdivision. Reviewed by the Advisory Planning Commission on June 19, 2018.
- (New) 471 Kinver Street - A proposal for two new single family dwellings in a small lot subdivision. Reviewed by the Advisory Planning Commission on August 21, 2018.
- (New) 1198 Munro Street - A proposal to create a small lot on existing corner lot and build a single family dwelling.
- 916/920 Old Esquimalt Road - A proposal for 5 new single family homes to replace existing homes. Was reviewed by the Advisory Planning Commission on July 17, 2018.
- 636/638/640/642 Drake Avenue - A proposal for 8 new townhouses. Was reviewed by the Design Review Committee on July 17, 2018.

- 1182 Colville Road - Unit 15 - A proposal to add further commercial uses to the property where the convenience store is, to allow music, dance, yoga classes. Considered by Advisory Planning on May 15, 2018. The amending bylaw received first and second reading on June 25, 2018. The public hearing was held on July 16, 2018. The amending bylaw was also given third reading and adopted on July 16, 2018.
- 1109 Lyall Street - A proposal to construct a new two-family dwelling (duplex) behind and existing house. Considered by Advisory Planning Commission on April 17, 2018. At the August 20, 2018 meeting, Council instructed staff not to proceed with the rezoning process; however, at the August 27, 2018 meeting Council reconsidered their motion from the previous meeting and instructed staff to proceed with the rezoning process.
- 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 the Design Review Committee on February 14, 2018. Considered for 1<sup>st</sup> and 2<sup>nd</sup> reading by Council on August 20, 2018.
- 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 the Design Review Committee on February 14, 2018. Considered for 1<sup>st</sup> reading by Council on August 20, 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. The amending bylaws were adopted by Council on June 25, 2018.
- 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. Second reading was rescinded and read anew on June 11. A second public hearing was held on June 25, 2018 and the amending bylaw was adopted by Council on July 16, 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. The proposed rezoning was reviewed by the Design Review Committee on May 9, 2018 and the Advisory Planning Commission on May 15, 2018. The bylaw was given first and second readings on July 6, 2018. The public hearing was held on August 27, 2018 and third reading was given to the bylaw at the same meeting.
- 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 Design Review Committee on February 14, 2018 and by Advisory Planning Commission on February 20, 2018. The bylaw was given first and second reading by Council on August 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 Advisory Planning Commission on February 20, 2018. The public hearing was held on May 7, 2018 following which Council gave the bylaw third reading and then adoption.
- 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. The bylaw was adopted by Council on June 11, 2018.
- 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 being provided in early January 2018. Considered by Design Review Committee on March 14, 2018. The application was considered by the Advisory Planning Commission on May 15, 2018. The applicant has put the application on hold.
- Zoning Bylaw Amendment to Regulate Cannabis - The bylaw received first and second readings on May 7, 2018. The public hearing was held on June 11, 2018. Following the public hearing the bylaw was given third reading and adopted.
- Omnibus Zoning Bylaw Amendments - This bylaw was reviewed by the Advisory Planning Commission on June 19, 2018. It was given first and second reading by Council on July 16, 2018. Second reading was rescinded and the bylaw amended to remove provisions related to the floor area for a day care. The bylaw was then given second reading as amended.

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

In addition to the existing development permit applications that Development Services continues to process, the Department received nine new applications in the second period. In addition, the Department received two applications to amend exiting Development Permits.



- (New) 941 Ellery Street - DP application for signage for an industrial building. Approved by the Director of Development Services on June 7, 2018.
- (New) 890C Esquimalt Road - DP application to authorize a new façade of an existing commercial building. Approved by the Director of Development Services on June 7, 2018.
- (New) 955 Craigflower Road - DP application for signage for a gas service station. The processing of the application was held up because the applicant had to obtain regulatory clearances from the Ministry of the Environment.
- (New) 480-482 Grafton Street - DP application to construct a uniquely shaped duplex. The application was approved by Council on August 27, 2018.
- (New) 520 Comerford Street - DP application to construct an elevator and hoistway in an existing commercial building. Approved by Council on August 27, 2018.
- (New) 485 Head Street - DP application to construct an accessory building.
- (New) 669 Constance Avenue - DP application to authorize form, character, landscaping, natural environment protection, energy conservation, greenhouse gas reduction and water conservation for a 12 storey, mass timber, 83-unit, multiple family, prefabricated residential building. Approved by Council on August 20, 2018.
- (New) 615 Fernhill Road - DP application to authorize form, character, landscaping, natural environment protection, energy conservation, greenhouse gas reduction and water conservation for a 10-unit multiple family residential building. Approved by Council on August 20, 2018.
- (New) 833/835 Dunsmuir Road - DP application to accommodate a 4 storey, 30-unit multi-residential purpose built rental building.
- 1052 Tillicum Road - Application for five townhomes. Approved by Council on June 25, 2018.
- 468 Foster Street - Application to amend an existing development permit for a duplex by adding a roof top deck to the northern unit. On August 20, 2018, Council did not approve the amendment and instructed the applicant to prove that there would be not privacy issues before Council would reconsider the application.
- 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, three new DVP Applications were received during the second period.

- (New) 1173 Old Esquimalt Road - Variance to the rear setback to construct a deck and to legitimize portion of the home. Council denied variance to the rear setback to construct the deck, however approved the variance legitimizing portion of the home already in the rear setback on July 16, 2018.
- (New) 955 Craigflower Road - Variance for signage for a gas service station.
- (New) 404 Constance Avenue - Variance for fence height.

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

- (New) 1217 Juno Street - Variance to install a door off the kitchen to access the backyard.

### **5. 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.

### **6. Subdivision Applications**

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

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

### **7. Other Planning Projects**

- Conducted extensive research on the impacts on local governments related to the legalization of non-medical cannabis.
- Responded to four requests for information on starting a cannabis retail operation.
- Developed FAQs for cannabis retail rezoning applications.
- Reviewed technical aspects of exclusion fencing for deer in the municipality.

- Provided demographic statistics for the municipality to Island Health.
- Provided statistics on development units to School District 61 in preparation for a School Acquisition Fee.
- Worked with the CAO, Director of Engineering and Public Works, and the lawyer acting on behalf of the Township, to negotiate an agreement to allow the developer of the Esquimalt Town Square to install a private water connection on Park Place.
- Researched Garden Suite regulations in neighbouring municipalities.
- Submitted application to Plan H Strategic Wellness Strategies Grant program for public engagement project to develop multi-family design guidelines that encourage healthy communities in housing project for the missing middle.
- Submitted successful application to UBCM for two Community to Community (C2C) forums.
- Worked with development consultant to prepare the request for proposals for 880 Fleming Street.

## **8. Consultation**

- Staff participated in a number of 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.

## **9. Official Community Plan (OCP) Review**

- Significant time devoted to preparing the draft Official Community Plan for the Public Hearing.
- Public Hearing held on May 28, 2018.
- Adopted on June 25, 2018.
- Updated project web pages ([www.esquimalt.ca/communityplan](http://www.esquimalt.ca/communityplan) <<http://www.esquimalt.ca/communityplan>>).

## **10. Economic Development**

- Worked with numerous developers to promote development in Esquimalt .

## **11. Sustainability**

- Prepared data for Climate Action reporting requirements for 2017.
- Calculated energy use and Greenhouse Gas emissions for corporate activities for 2017.
- Calculated Carbon Tax expenditures and credits for corporate activities in 2017.
- Submitted survey results of municipal efforts to reduce Greenhouse Gases in corporate and community activities.
- Completed CARIP public reporting requirements by June 1 deadline.
- Prepared staff report and presentation on CARIP program for August 27 Council meeting.
- Responded to request for information on EV charging data since pay per use introduced.
- Assisted CRD with public survey for EV demand and barriers to adoption.
- Began work on ICLEI adaptation planning project.
- Updated Green Building Checklist.
- Researched bicycle valet parking systems for Esquimalt events.
- Researched plastic bag regulations in preparation for EAC meeting in September.
- Attended Climate Action Intermunicipal Working Group meeting at the CRD.

## **12. 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.

### 13. Other

- Electronically registered a number of Notices with B.C. Land Title and Survey Authority.
- Reviewed a number of Business Licence Applications for Zoning Compliance.
- Updated West Bay kiosk monthly, and when extra posters received.
- Prepared 9 Building Permit History & Zoning Letters.
- Attended the provincial rental accommodation workshop.
- Attended the Urban Development Institute luncheon.
- Worked with the Urban Development Institute's Executive Director to organize the next joint liaison meeting between the Township and the Urban Development Institute.

### 14. Training

Staff attended the following training sessions:

PIBC conference and AGM  
Resilient Region breakfast session on EVs  
Emergency Operations Centre training  
Webinar on carbon accounting  
Subdivision Approving Officers workshop

## II. COMMITTEES

### Advisory Planning Commission

- The Advisory Planning Commission met four times in the second period and reviewed 12 applications.

### Design Review Committee

- The Design Review Committee met four times in the second period and reviewed 8 applications.

### Environmental Advisory Committee

- No meetings during this period.

### Board of Variance

- One new Board of Variance application was received.



# CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

## Staff Report

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**File #:**18-380

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### PERIOD REPORT

**DATE:** September 12, 2018 **Report No.** P&R-18-009  
**TO:** Laurie Hurst, Chief Administrative Officer  
**FROM:** Scott Hartman, Director of Parks and Recreation Services  
**SUBJECT:** Parks and Recreation Services Department - 2018 Second Period Report

The following is a report on the activities pertaining to the Parks and Recreation Services Department from May 1, 2018 to August 31, 2018.

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

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

- Sailor's Walk plaques were installed at Memorial Park
- A granite bench was installed in the Japanese Garden at Gorge Park
- A new picnic table was installed at Saxe Point Park
- A new License of Use Agreement, with DND, for Macaulay Point was drafted
- All picnic tables and benches in Saxe Point Park and Macaulay Point were re-furbished
- The material bins and storage yard at the Parks Nursery was expanded
- A landscape plan for the Lampson Park passive area was developed and construction is underway
- 16 Boulevard/Park trees were removed; 40 Boulevard/Park trees were pruned
- There were 41 tree removal permit applications submitted, 40 permits were approved
- There were 19 tree pruning permit applications, all 19 permits were approved
- Bookings May - August 2017
  - Saxe Point Park - 34 bookings - 29 weddings, 5 events/picnics
  - Esquimalt Gorge Park - 30 bookings - 9 weddings, 15 events/picnics

- Memorial Park - 39 bookings, 2 events/picnics
- Bullen Park - 90 bookings
- L'école Brodeur - 21 bookings
- Colville Sport Court - 9 bookings
- Fleming Beach / Buxton Green - 5 bookings - 3 weddings, 3 events/picnics

## **2. Recreation Services**

### **Marketing and Registration**

- 6,454 program registrations (course and drop in reservations) were processed during this period, compared with 6,130 during the same period last year.
- 2,745 membership products were purchased during this period compared with 2,414 during the same period last year. These included passes and drop in punch cards sold and renewed, and specialized passes for personal training services and childminding.
- 651 products were sold through the Recreation Centre Shop during this period compared with 468 during the same period last year.
- There was 24,815 drop in admissions during this period compared with 22,971 during the same period last year.
- During the July 23-August 23 period, a successful online campaign ran which compared month-to-month website traffic. There was an increase of views (4,250 versus 3,732) to the parks and recreation landing page as well as an increase in unique views (3,376 versus 2,911).
- 1395 registrations for courses starting during this period were completed online, accounting for 44.8% of the total course registrations. By comparison, 944 registrations accounting for 26.9% of this total occurred during the same period last year.
- The Summer Access Pass, providing admissions from June 29-September 3 increased from 298 passes this year, compared with 240 last year. The Child/Youth Summer Access Pass sales increased from 76 passes this year, compared to 34 last year.
- Parks & Recreation e-Newsletters were delivered for May and June with a 35.11% and 41.19% open rate.
- Esquimalt Parks & Recreation social media platforms continue to be a strong tool to connect with clientele:
  - 1,164 followers on Instagram - up from 1,112 last period
  - 4,270 followers on Twitter - down from 4,311 followers last period
  - 4,308 followers on Facebook - up from 4,251 last period.

### **Health & Fitness**

- Registration for Fitness Programs for Children, Youth and Adults in the second period was 391. Drop-In's for registered programs equaled 127 for a total of 518 registrants, an increase of 187 from the same period in 2017.
- An additional drop-in program was added: Stroller Fit on Tuesdays and Thursdays from 11:45am - 12:45pm.

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

- Creative Arts students and instructors hosted a community art show in the Esquimalt Public Library during the month of June, with 55 art pieces and 35 students/instructors involved. Ages of participants ranged from 5 years to 85 years.
- ArtLab and StitchLab instructors and students hosted pop-up activity booths at the Esquimalt Arts Festival in August.
- The Esquimalt Ukulele Club performed twice at the Esquimalt Farmers Market.
- The first annual Esquimalt Ukulele Festival took place in May. This festival had 200 people attending the Ukulele Strum-in at Memorial Park, 100 people attending the Gala at Esquimalt United Church and 50 people attending the Open House and Workshops at the Esquimalt Recreation Centre.

### **Recreation Facilities**

- At the Sports Centre the installation of LED lighting was completed in the arena hallway, skate shop, Jr. B dressing room, accessible dressing room, referees dressing room, Zamboni garage, 2 offices and the curling rink.
- Old domestic water piping in the boiler room was re-designed and replaced this year as part of the ongoing replacement of old domestic water lines in the facility.
- Fraser Valley Refrigeration continues their work in the refrigeration plant as part of the chiller replacement project; Technical Safety BC inspected all work to date allowing the plant to start up and the ice to be installed in the hockey rink. As the plate and frame style chillers are more efficient in exchanging heat/cold we are noticing one compressor is able to maintain the ice set point temperature with the warm summer weather, unlike previous years. Only 350 pounds of ammonia is now on site. The plant held 1100 pounds before this project started.
- Glycol piping, all valves and thermostats used to cool compressors in the refrigeration room were replaced this year.
- The brine expansion tank and platform for the curling rink was replaced.
- A new ammonia warning system has been installed including audible and flashing blue lights, throughout the Sports Centre.
- LED lighting has been installed in the filter room at the Recreation Centre,
- Servicing of the high voltage transformer in front of the Recreation Centre was completed. The high voltage equipment inside the Recreation Centre was also serviced at the same time.

### **Preschool, Children, Arena and Youth Services**

- Summer Playgrounds had 25 participants per week in Adventure Kids and 22 children per week in Fun Seekers all summer long. Preschool camps were full with 16, 3-5 yr olds each week.
- Our Licensed OSC Camps ran with full numbers of 20 each week in both camps.
- Our Extended Care in the morning operated at a maximum of 35 kids and 40 in the afternoon.



This is up from last year where we averaged 20 in the mornings and 30 in the afternoons.

- Our Specialty Camps for both school age groups were also full with 22 kids per week.
- Youth Services has significantly increased Teen Night numbers on Thursdays and Saturdays with an average of 70 youth and up to 120 youth on Friday Nights.

### Community Development and Events

- Buccaneer Days & Pirates Den: May 11-13<sup>th</sup>. The Pirates Den is a free, outdoor activity area for children and this year included a scavenger hunt, refreshment table, crafts, bouncy castle, and a glitter temporary tattoo booth.
- Esquimalt Neighborhood Party: Saturday June 9<sup>th</sup>. The 4<sup>th</sup> Annual Neighborhood Party shifted to a focus on building resilient neighborhoods this year. We worked to bring awareness to local businesses and charitable organizations to begin building relationships between local players and citizens in the community. This year's event had 400 people enjoy a bouncy castle, a BBQ lunch hosted by the Esquimalt Lions, some get to know your neighborhood activities, and a craft table
- EcoChamps Environmental Education Program occurred every Tuesday from July 17<sup>th</sup> - August 21<sup>th</sup>. This was the second year of the EcoChamps program. The event rotated through Gorge Park, Saxe Point Park and Highrock Park.
- 54 children and youth participated in various public engagement activity stations to receive input on a Township of Esquimalt parade float. Drawings were received starting at Buccaneer Days in May until Ribfest in September. The responses showed a preference for a nautical theme.
- There were 2 block parties and 2 event trailer rentals during this time period.
- The Community Development section provided support for the following events: Fort Macaulay Historic Interpretive Tour, Memorial Park Music Fest, Esquimalt Arts Festival, Aeriosa, Bard Across the Bridge, World Fisheries Trust Ocean's Day; and the Esquimalt Farmer's Market.
- The Summer Outdoor Movie Series was held at Bullen Park again this year. We partnered with the Esquimalt Lions who ran a concession for each movie Attendance at the last session was low due to the smoky conditions.

Date	Movie	Park	Attendance
July 11, 2018	Wonder Woman	Bullen Park	350
July 25, 2018	Lego Batman Movie	Bullen Park	300
August 8, 2018	Footloose	Bullen Park	325
August 22, 2018	Trolls	Bullen Park	150

### Aquatics

- The 1:00 to 4:00 "Fun Factor" swims averaged 125 participants every Tuesday, Wednesday and Thursday throughout the summer, on some days exceeding 180 people.
- We offered a variety of private lessons this summer with a total of 131 participants compared

to 109 participants in summer 2017.

- We changed our lesson offerings for the summer to add more once and twice a week sessions. This summer we had 360 participants in community swimming lessons compared to 347 during the summer 2017.
- The Aquatics section offers 20 drop in Waterfit classes/week. Our busiest classes throughout the summer saw an average of 56 people participating compared to the average of 40 in summer 2017.

### **Facility Bookings and Events**

- The Archie Browning Sports Centre hosted four “Eves of Destruction” Roller Derby games during this time period. The average attendance was 200 spectators.
- The BC Fire Fighters Expo was held in the Archie Browning Sports Centre Curling Arena and back parking lot June 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup>.
- Victoria Esquimalt Lacrosse Association hosted a Bantam Lacrosse Tournament June 15<sup>th</sup> -17<sup>th</sup> at the Archie Browning Sports Centre.
- A two day Power lifting event was held in the Archie Browning Sports Centre Curling Arena. This event partnered with the Special Olympics. Approximately 150 spectators and athletes attended this new event.
- The Great Benjamin’s Circus occurred in the Archie Browning Sports Centre Main Hockey Arena on May 19<sup>th</sup> bringing a total of 800 people in for all three show times.
- Greater Victoria Minor Ball Hockey hosted the Western Challenge Cup at the Archie Browning Sports Centre Main Hockey Arena on July 12<sup>th</sup> - 15<sup>th</sup>.
- Archie Browning Curling Rink Hosted a “Retro Roller Disco” Dance. This event sold 400 tickets.

## **II. COMMITTEES**

- The Parks & Recreation Advisory Committee met on June 6<sup>th</sup>.



# CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

## Staff Report

File #:18-383

### PERIOD REPORT

**DATE:** September 10, 2018

Report No. FIRE-18-004

**TO:** Laurie Hurst, Chief Administrative Officer

**FROM:** Chris Jancowski, Fire Chief

**SUBJECT:** Fire Department - 2018 Second Period Report

The following is a report on the activities pertaining to the Fire Department from May 01, 2018 to August 31, 2018.

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

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

Call Type and Volume		Routine Activities	
Alarm calls	22	Assist other agencies	0
Assist public	25	Bylaw inquiries	1
Burning complaints	19	General inquiries	0
Hazardous materials	8	Oil tank inspection	2
Structure fires	4	Placed on stand	0
Other fires	11	Plan review	0
Other responses	10	Public ed. / hall	7
Medical aid	203	Fire investigation	0
MVI	26	Business licenses	0
Rescue	0	Car seat inspection	3
Electrical emergency	4		
<b>Total Period</b>	<b>332</b>	<b>Total Period</b>	<b>13</b>
<b>Responses YTD</b>	<b>789</b>	<b>Activities YTD</b>	<b>37</b>

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

### Prevention Activities

In May, the Department concluded a review of Residential Fire Alarm Systems. This review included over 130 multi-residential building that have fire alarm systems installed. Over the past several years, fire suppression crews have responded to buildings for alarm activations due to managers and owners having been unable to find replacement parts to maintain older legacy systems. These legacy systems from the 50's and 60's lack supervisory systems that prevent unauthorized activities such as unchecked activations and tampering by occupants.

It is important to note that these Fire Alarm Systems provide an early notification to occupants to ensure adequate time to escape from a fire. Esquimalt has a significant population that is aging in place and these systems provide a vital link to safety. Newer systems also enable Fire Departments to locate specific detectors and units where activations have occurred. The Department remains committed to working with individual owners as they plan, budget and install these upgrades over the next 6-18 months.

In May, the Department participated in the annual McHappy Day. Fire Suppression Crews attended and assisted staff in raising funds for the Ronald McDonald House Charities. In June, the Department also assisted in Tim Hortons Camp Day. Camp Days offer an opportunity for youth to attend camps that provide leadership and build self esteem.

In the spring, the Department continued our Grade 3 School based programs. These programs introduce the youth to fire safety practices, such as always having two ways out of a building.

Over the summer, the Department conducted several car seat workshops for parents of young children. Both sessions were supported by the community with positive feedback.

2018 Company Inspections			
Platoon	Total Premises	Inspections Completed	Inspections Ongoing
A	131	92	39
B	145	86	59
C	140	98	42
D	132	48	84

### 3. Department Services

In May, the Department was invited to attend a CFB Esquimalt Fire Department hosted event on Cancer prevention. Dr. Kenneth Kuntz presented a lecture to fire service personnel on the importance of healthy diets, exercise and risk reduction strategies.

Also in May, the Department hosted a JIBC Marina Firefighter Workshop. This workshop was hosted at West Bay Marina. Departments from all around Vancouver Island attended with positive feedback.

In June, the Department hosted the 2018 First Nations Emergency Services (FNESS) EXPO. This event was attended by First Nations communities all across British Columbia. Assistant Chief Steve Serbic led this event and coordinated the assistance of CFB Esquimalt, View Royal Fire, JIBC and local dignitaries. This event was received as one of the best hosted FNESS events in recent times.

Also in June, the Department hosted a JIBC BC Fire Code course. This course provides additional insight into the BC Fire Code. This course was attended by various departments from Vancouver Island, Lower mainland and the Esquimalt Fire Department.

In July, the Department hosted an Emergency Childbirth course from VIERA. This course builds on other medical aid skills within the VIERA First Responder Program.

The Department has continued with several of our Capital Projects over the Second Period. All of our garage doors were upgraded with newer rollers and hardware. This hardware upgrade will provide smooth operation for several more years of service. A replacement of our older electric fans was also completed in the spring. Our newer electric fans can be powered from a variety of sources that includes internal batteries or external 120V power sources. The largest benefit of these new fans is that they are highly mobile and produce no carbon monoxide when ventilating smoke from buildings.

#### **4. Administrative Services**

In May, the Department launched a Wellness Program. Modelled after the successful Oak Bay Fire Department Program, it combines a variety of topics for all members that range from nutrition, exercise, mental resiliency and lifestyle choices.

In June, Department staff met with Surrey Fire Dispatch and IT staff. These meetings laid out a road map of our transition to Surrey as our new dispatch provider that is proposed for September. The transition will include the use of FDM records management, new radio channels, and new Mobile Data Terminal Software.

In July, members of the Department participated in talks with the Office of the Fire Commissioner regarding Provincial Training Standards. These standards guide the minimum training for all structural firefighters within the Province of British Columbia.

In August, the Department provided assistance to the firefighting effort for the interior wildfires. Assistance was provided in Command Staff functions that were deployed to several areas around the province.

## **II. COMMITTEES**

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

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**File #:18-383**

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- 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