



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

Agenda - Final

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

Special Committee of the Whole

Monday, January 14, 2019

5:45 PM

Esquimalt Council Chambers

1. CALL TO ORDER

2. LATE ITEMS

3. APPROVAL OF THE AGENDA

4. STAFF REPORTS

- 1) [19-028](#) Strategic Priorities 2015 - 2019

Attachments: [Strategic Priorities Chart](#)

- 2) [19-029](#) Operational Strategies 2018 Third Period Updated Chart

Attachments: [Operational Strategies - 2018 - 3rd Period Report](#)

- 3) [19-021](#) CAO - 2018 Third Period Report, Staff Report ADM-19-002

- 4) [19-007](#) Corporate Services - 2018 Third Period Report, Staff Report ADM-19-003

- 5) [19-003](#) Community Safety Services - 2018 Third Period Report, Staff Report CSS-19-001

Attachments: [Attachment 1 - Bylaw Enforcement](#)

[Attachment 2 - Unsightly Properties](#)

[Attachment 3 - Building Permits](#)

- 6) [19-004](#) Financial Services and IT Department - Third Period Report, Staff Report FIN-19-001

- 7) [19-020](#) Engineering and Public Works - 2018 Third Period Report, Staff Report EPW-19-001

- 8) [19-032](#) Development Services - Third Period Report, Staff Report DEV-19-007

- 9) [19-026](#) Parks and Recreation Services - 2018 Third Period Report, Staff Report P&R-19-001

- 10) [19-031](#) Fire Department - 2018 Third Period Report, Staff Report FIRE-19-001

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



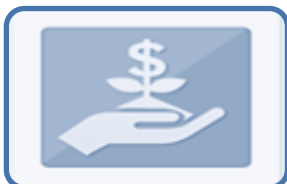
We continue to enhance the health and liveability of the community

- 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
Support community growth, housing and development consistent with our Official Community Plan (OCP)		
Proactively address potential increased movement on E&N rail corridor (including parking strategy)	Engineering & Public Works	As information becomes available it will be reviewed. Based on the review a course of action will be developed for potential situations.
Consider establishment of Social Planning Committee	Corporate Services Development Services	This was referred to Council's Strategic Planning sessions.
Develop strategy for private use of public lands	Community Safety Services Development Services	Report taken to Council In Camera re: enforcement. Additional report forthcoming in the next period.
Consider establishment of Housing Task Force after adoption of OCP to research and recommend sustainable and inclusive housing strategies	Development Services	Will be considered in consultation with the CAO.
Adopt and implement updated OCP including all DP Guidelines	Development Services	Completed
Ensure multi-modal traffic strategies consider and reflect business and residential growth and development		
Research and consider best practices for multi-modal traffic initiatives and strategies	Engineering & Public Works	Project for traffic studies continues. As work proceeds, practice/guidelines will be reviewed/modified/implement as per project area.
Integrate Bike Lanes with consideration of CRD Master Cycling Plan	Engineering & Public Works	Project for traffic studies continues. As work proceeds, practice/guidelines will be reviewed/modified/implement as per project area.
Engage with stakeholders and user groups to ensure input is considered	Engineering & Public Works	Project for traffic studies continues. As work proceeds, practice/guidelines will be reviewed/modified/implement 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 initiated, engage will be carried out with user/stakeholder groups.
Consult with Esquimalt Chamber of Commerce on installation of additional bike racks in commercial areas	Development Services	Will be done in the first period of 2019.

Operational Strategies 2015 - 2019

Build a vibrant and sustainable arts, culture and heritage community		
Review and update public art policy	Parks & Recreation Development Services	A Public Art Master Plan process is being developed for 2019.
Parks and Recreation enhancements and strategic parkland acquisition and expansion		
Continue to implement a multi-year upgrade and replacement of Township playground areas (Hither Green & Little League)	Parks & Recreation	Playground upgrades have been completed at Lampson Park. A new swing set was installed at Anderson. A neighborhood engagement strategy has been developed for park planning at Hither Green.
Facilitate and conduct public consultation for McLoughlin Point Amenity Reserve Funds	Parks & Recreation	Round Two engagement activities have been completed.
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.
Ensure heritage values are considered in land use decisions		
Training for Advisory Planning Commission members on Heritage Values	Development Services	To be completed in first period of 2019
Complete 2 additional statements of significance in accordance with the Heritage Policy	Development Services	To be completed in 2019.
Support food security and initiatives to improve community spaces		
Explore opportunities for community gardens	Parks & Recreation	A new community garden society has been established to operate at Anderson Park. Ten additional garden plots and other upgrades were added and completed.
Promote awareness of urban farming opportunities	Development Services	This will be a 2019 project.
Proactively address emerging trends in public safety		
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

Operational Strategies 2015 - 2019

		the applicability of the Framework Agreement.
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. Further work has been done on identifying a public alerting system. Two options have been identified and the Emergency Planning Committee will be reviewing those options early next period.

Operational Strategies 2015 - 2019

KEY RELATIONSHIPS

Operational strategies	Responsibility	Progress
Advocate at the regional level for voice and equity in regional services		
Review Capital Regional District arts service involvement and funding	Financial Services	This will be reviewed with a staff report being prepared during the first period of 2019
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; allocation of grant funds for regional planning; regional grant application for flood and tsunami modelling; Joint Purchasing with other fire services; Automatic Aid fire response with CFB Esquimalt; Surrey Fire Dispatch
Work with First Nations and the Esquimalt community to support economic, social and cultural opportunities		
Continue to organize regular Community to Community forums	Development Services	Working with CAO to organize C to C forms.
Consult and engage with First Nations on economic development and planning initiatives	Development Services	This will be done in the first period of 2019.
Advocate with intergovernmental entities to promote issues affecting Esquimalt		
Utilize larger organizations to advocate with other levels of government (AVICC/UBCM/FCM)	Mayor & Council	No items were referred during 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	Ongoing discussions with VicPD and Province; currently awaiting further information and clarification from Director of Police Services; orientation session held with Council for clarification of Framework Agreement.

Operational Strategies 2015 - 2019

Continue working with government and school district stakeholders to promote positive relationships and advance issues impacting the community		
Collaborate with CFB Esquimalt, School Districts and other municipalities on efficiencies and partnerships in Parks and Recreation Services	Parks & Recreation	Discussions with the SD's are ongoing. Regional collaboration continues with other P&R municipalities. Regional work continues with VIHA on community health enhancements.
Continue to enhance use of social media as engagement tool	Corporate Services	Communication with Regional Stakeholders and sharing posts to increase engagement on matters of community interest; assemble graphics for use in social media postings; continuing to make use of social media schedule of regular posting
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; allocation of grant funds for regional planning
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. Handover of property from DND to Public Works and Procurement Canada had created confusion relating to service delivery. This matter has been resolved.
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 2 consultation concluded; results to be presented to Council January 14.

Operational Strategies 2015 - 2019

RESILIENT AND DIVERSE ECONOMY

Operational strategies	Responsibility	Progress
Continue to work with development partner on Esquimalt Town Square Project		
Obtain Certificate of Compliance	Engineering & Public Works	Submission package being finalized with submissions expected in early 2019
Monitor construction of new library space	Development Services	Meetings are held on an ongoing basis with the developer and the library.
Finalize storm and sanitary servicing	Engineering & Public Works	Tender package will be released early 2019. Completion to be at the end of 2019.
Ensure regular community updates on ETS progress (timelines/status in newsletters)	Development Services Corporate Services	Feature article in Fall 2018 community Newsletter; dedicated webpages for ETS on website including livestreaming of construction site
Implement Economic Development Strategy		
Review and update economic development strategies and action plan including measurables	CAO Development Services	Dependent on Council's recent initiative to hire an economic development consultant.
Engage consultant to develop Communications and Marketing Strategy and materials	CAO Development Services	Dependent on Council's recent initiative to hire an economic development consultant.
Utilize relationship with Urban Development Institute as additional input and resource for economic development, including workshop session	CAO Development Services	Workshop was held in the third period of 2018. Another workshop will be held early in 2019.
Prepare business case outlining options for enhanced economic development	CAO	This initiative was dependent on funds being reassigned from SIPP membership in 2019; that direction has now changed so this initiative will be discussed during 2019 budget.
Utilize relationship with Esquimalt Chamber of Commerce to increase engagement with local businesses	CAO	Esquimalt Chamber of Commerce has relayed to Council that there are ready and prepared to participate with economic development initiatives subsequent to budget discussions.

Operational Strategies 2015 - 2019

Support revitalization and beautification initiatives along Esquimalt Road		
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; EDS marketing strategy will be discussed during 2019 budget.
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	Completed. Township outside workers will be asked to make general observations about cigarette butts on Township property.
Ensure processes for business and development are clear and consistent		
Review Township policies and bylaws to ensure efficient processes; amend and update as necessary	Corporate Services	Business Licence & Bylaw Notice Enforcement Bylaws updated for regulation of cannabis retailers; Council Remuneration Bylaw and 3 Council Policies were revised; 1 obsolete Bylaw was repealed
Consider improvement to user services on website to make more accessible	Corporate Services	Optimizing site map of Township website will be completed in first period of 2019; continuing with development of fillable web forms
Encourage and facilitate community involvement that supports non-governmental initiatives		
Recruit volunteers for ETAG (Esquimalt Together Against Graffiti)	Engineering & Public Works	Direction received from Council on moving forward. Working on potential options for undertaking work.
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
Participate in integrated waste strategies		
Monitor compliance with all zoning and development agreements for McLoughlin Point WWTP	CAO Development Services	All requirements for permits were completed; amenity funds were advanced to the Township.
Ensure Township representation continues on committees (technical & community)	Engineering & Public Works	Staff continues sit on liaison and technical committees which meet on a regular basis. All three project areas are represented on committees.
Work with CRD to ensure protection and enhancement of existing infrastructure	Engineering & Public Works	Working with 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	Continue to participate on relevant committees to be informed of new initiatives and developing ways to integrate into current operations. IRM Strategy Request for Proposal to occur in first period of 2019.
Identify infrastructure repair and proactively plan for replacement needs		
Implementation of Inflow and Infiltration management plan and evaluation of underground infrastructure	Engineering & Public Works	Modelling tender is underway. Continue to develop a policy/bylaw for cost sharing model for inflow and infiltration management.
Continued implementation of sidewalk master plan	Engineering & Public Works	Two projects have been completed. Third project to be completed early 2019.
Continued implementation of roadway master plan	Engineering & Public Works	Continued to inspect sanitary/storm main inspection/cleaning. Priority list is being refined.
Continued implementation of street lighting improvements and upgrades	Engineering & Public Works	Project completed.
Public consultation for McLoughlin Point Amenity Reserve Fund (PSB)	Fire Chief	Participation in the completion of round 2 MAF.
Identify long term financial requirements for infrastructure		
Complete and update infrastructure and asset inventory	Financial Services Engineering & Public Works	Data cleanup and additions being added to various databases.

Operational Strategies 2015 - 2019

	Parks & Recreation	
Development of asset management strategy and plans	Financial Services Engineering & Public Works Parks & Recreation	Consultant working with staff to develop asset management philosophy and strategies including gap analysis and action plan. Work to be completed early 2019.



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

Municipal Hall
1229 Esquimalt Road
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Staff Report

File #:19-021

PERIOD REPORT

DATE: January 3, 2019

Report No. ADM-19-002

TO: Mayor and Council

FROM: Laurie Hurst, Chief Administrative Officer

SUBJECT: CAO - 2018 Third Period Report

The following is a report on the activities pertaining to the CAO's Office from September 1, 2018 to December 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

- Continued bargaining with CUPE through GVLRA, ratification achieved for 2017 - 2020 term; participated in bargaining preparations for IAFF, no agreement achieved at this time, further dates set later this month.
- Prepared and distributed materials in response to candidate inquiries for information as necessary through the election period
- Facilitated the coordination of regional orientation sessions for newly elected and returning Councillors
- Prepared materials for and facilitated in house orientation sessions for newly elected and returning Councillors; development processes, conflict of interest, police and fire history, Framework Agreement; orientation tour; strategic planning sessions and operational processes such as agenda preparation
- Facilitated regional orientation sessions for newly elected and returning Councillors
- Monitored progress of Esquimalt Town Square development including meetings with Greater Victoria Public Library on library design; review of Advicas costing estimates for library tenant improvements and meetings with Aragon in regard to costs, construction timelines and contract strategies
- Met with new Superintendent of Schools, Shelley Green for general discussion and introduction

- Met with senior staff to provide input and/or direction on various issues including request for proposals on 880 Fleming Street; various high level bylaw issues; communications with candidates and incumbents during election period
- Continued with working group and consultants on McLoughlin amenity fund public consultation Round 2 including regular meetings and analysis of consultation results in preparation for January Committee of the Whole
- Numerous meetings in regard to Framework Agreement interpretation and budget as part of formal Administrative Committee and also with City of Victoria
- Various labour issues including IAFF and CUPE grievance hearings; succession planning; review of departmental efficiencies and teambuilding requirements; review and update of job description for Communications Specialist due to retirement
- Review and approval of corporate 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**
 - Leadership Chair for United Way campaign; kickoff barbeque and chili cookoff
 - Tour de Rock arrival event at Archie Browning Sports Centre
 - LGMA Council/Board-Staff Relations CAO Focus Group
 - Liaison meeting with the Urban Development Institute
 - Long term service event for Township employees
- **Training/Workshops/Seminars**
 - University of Victoria School of Public Administration: Research & Practice Forum; Complaint System Design for the Public Sector, Trends and Innovations
 - International Council for Local Environmental Initiatives workshop
 - Emergency Operations Centre training and review and tabletop exercise

II. COMMITTEES

- CAO is appointed to and participates on the following committees:
 - Internal
 - McLoughlin Amenity Funds Working Group
 - External

File #:19-021

- Regional Emergency Management Partnership Steering Committee
- GVLRA Administrative Committee
- Police Framework Agreement Administrative Committee



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Staff Report

File #:19-007

PERIOD REPORT

DATE: January 3, 2019

Report No. ADM-19-003

TO: Laurie Hurst, Chief Administrative Officer

FROM: Anja Nurvo, Director of Corporate Services

SUBJECT: Corporate Services - 2018 Third Period Report

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

I. DIVISION ACHIEVEMENTS AND ACTIVITIES

1. Corporate Services

- Staff completed the following:
 - 27 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 11 electronic registrations at Land Title Office (28 total for year), and commissioned 28 documents for members of the public (69 total for year)
- Corporate Officer responded to 8 requests for access to records under the *Freedom of Information and Protection of Privacy Act* (29 total for year)
- 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 2019 Conferences for Council, made all arrangements for Council's participation in local parades, and coordinated compilation and drop off of new resident packages
- Executive Assistant provided ongoing assistance to and acting as backup for Communications Specialist including website postings, monitoring of social media and regular social media postings
- Staff coordinated Candidate Orientation session as well as several post-election meetings, including regional Joint New Council Orientation, Inaugural Council meeting, in-

- house Council Orientation, Strategic Planning sessions and New Year's Levee
- All staff in Corporate Services assisted with preparation for election as required; Chief and Deputy Election Officers completed all election proceedings and post-election procedures, including making all required arrangements for transitioning to the use of the Provincial Voters List and holding a Special Voting opportunity at The Sunset Lodge, hiring and training all election staff, preparing all advertisements and final report to Council, arranging for the secure destruction of election materials in accordance with legislated requirements, and completing cost sharing invoice to School District 61
- Administrative Assistant/Deputy Corporate Officer obtained designation as Certified Municipal Clerk through the International Institute of Municipal Clerks, associated with Local Government Management Association of BC
- Executive Assistant attended emergency preparedness training courses including EOC Information Officer as backup for the Communications Specialist
- Prepared 2019 Council and Committee of the Whole meeting schedule, updated Council Calendar, Municipal Website and Granicus/Legistar with 2019 Council and COTW meetings

2. Communications

- Communications support for 2018 Local Government Election, including development of dedicated website section, newsletter story, and home page links
- Writing, design and publication of Fall 2018 "Current" Newsletter. Stories included McLoughlin Amenity Funds, Election 2018, corridor design, climate action recognition, Esquimalt Town Square update, and deer count information
- Continued with program of news releases and media advisories, posting 30 news items to the website and issuing three releases using the regional news media contact list
- Assisted with promotion of community events and media photo opportunities, posting 21 event announcements to the corporate website
- Worked with web consultant on adding "Submit an Event" function for local community groups to submit their own event for review and approval before publishing
- Taking a user-focussed approach, worked with web consultant to revise website site map to reflect best practices, web analytics and user testing
- 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 worked with various departments on revising and adding web content, including new development tracker feature and updated Mayor and Council section post election
- Daily media monitoring using Google alerts, media websites, and social media, forwarding information to senior staff when appropriate, and posting a total of 24 news items to internal staff website (The Bridge) during the period
- Daily home page updating of The Bridge with information of interest to staff, including announcements, staff hires, news items and photo galleries
- Liaise with advertising representatives from print, broadcast and online media on advertising and digital opportunities.
- Communications support for the Urban Wildlife Stewardship Society's deer management program, and the CRD wastewater treatment project

- New employee communications including photos, business cards, website content and Intranet profiles
- Updating of municipal hall entry way digital screen
- Responding to information requests from regional media

Communications Analytics for the Period:

- Website Google Analytics
 - 239,893 page views (236,339 page views last period)
 - Top three page views: 1) Parks and Recreation, 2) P and R drop-in schedules, 3) Home page
- Daily monitoring of social media sites and posting of information (last period in brackets)
 - 107 (139) tweets and retweets posted to Twitter
 - 70 (70) new Twitter followers added during the period
 - 116 (141) new timeline posts to Facebook
 - 61 (71) 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. In 2018, Twitter follower growth was 17%, while Facebook growth was 35%.

- Legistar Analytics (last period in brackets)
 - 785 (1050) total page views (all pages in the Granicus system)
 - 442 (541) total visits (total number of times visitors came to the site)
 - 383 (454) total unique visitors - individual views of the site
 - 52% (88%) desktop, 48% (12%) mobile

3. Archives

Statistics

- **655** Volunteer Hours
 - 486 hours - Volunteer Archivist
 - 169 hours - Four Volunteers
- **41** Research requests received including a genealogical query from Australia.
 - 5 Additional inquiries from Environmental Consultants regarding Esquimalt properties.
 - Approximately an additional 20 inquiries from municipal staff in Communications, Development Services, Engineering, and Parks and Recreation.
- **49** Walking Tours brochures distributed.
- **4** donations of archival materials, including 48 glass slides prepared by a well-known Victoria photographer and former Esquimalt resident.
- **20** archival collections formally accessioned into the Archives collection.
- **\$61.05** in donations received and deposited into Archives Trust Fund.
- **5** Buildings photographed prior to demolition.

Highlights

- Volunteers continue processing and/or creating finding aids for the Esquimalt Arts and Crafts Society and the Silver Threads collections, as well as continue adding to our vertical files with clippings from recent newspapers, while also updating old labelling.
- Other notable events and activities include:
 - Archivist and Volunteer Archivist participated in and set up a display for the “100 Years of Remembrance” event at Fort Rodd Hill on November 4th, which over 800 people of all ages and demographics attended. The Parks Canada event coordinator told us “one teenager was nearly crying as she told me what she had learned from the Esquimalt Archives about the young people from her school who had gone overseas and served.”
 - The WWI anniversary also prompted a significant increase in research questions about the War Memorial and Esquimalt’s military heritage.
 - Original research on the HMCS Galiano loaned to the Maritime Museum for an [exhibit <https://mmbc.bc.ca/exhibits/home-port-heroes/>](https://mmbc.bc.ca/exhibits/home-port-heroes/).
 - Volunteer Archivist attended the book launch for May Q. Wong’s “City in Colour: Rediscovered Stories of Victoria’s Multicultural Past,” which featured several photographs from our collections.
 - Archivist attended two meetings regarding the proposed heritage alteration permit at St. Peter’s/St. Paul’s Anglican Church.
 - Archivist visited staff at the City of Victoria and District of Oak Bay Archives and discussed their policies, successes, and ongoing challenges. She also attended a South Vancouver Island Archives Group meeting in December.
 - Archivist updated various forms and policy documents. She also began verifying the locations of our physical collections and identifying archival boxes that are damaged and need replacement.
 - Conservator replaced and professionally framed a print of the HMCS Esquimalt that had been damaged due to a water leak. The new print is now hanging in Municipal Hall near the Administration door.
 - Jack Bates conducted several guided tours through Macaulay Park using information acquired from the Archives.

4. Human Resources

Recruitment (Regular Positions)

There were 9 regular positions posted and filled, and 1 in progress at the end of December:

Completed:

- Public Works Supervisor (PW - internal)
- Office Administrator (Engineering & Public Works)
- Community Development Programmer (Parks & Recreation)
- Building Maintenance Worker x 2 (RPT & RFT - Parks and Recreation)
- Chargehand - Sidewalks & Concrete (PW)
- Aquatic Leader (Parks & Recreation)
- Out of School Care Supervisor (Parks & Recreation)

- Reception Leader (RPT - Parks & Recreation)

In Progress:

- Communications Specialist

Labour Relations

Collective Bargaining:

IAFF:

To date we have had three days of bargaining with IAFF Local 4264: September 20, September 21, and October 30. Two more dates have been agreed to: January 10 and January 18, 2019.

CUPE:

After 5 ½ days bargaining at the regional table, and one day bargaining specifically with the Township of Esquimalt and CUPE 374, a settlement was reached and a Memorandum of Settlement was signed on September 7, 2018. CUPE 374 ratified all 6 municipalities the following week, and GVLRA ratified on September 26, 2018.

Grievances:

IAFF:

There is one outstanding grievance regarding vacation scheduling (Union is grieving that vacations should not have to be scheduled in blocks) that is scheduled for an arbitration hearing on April 25 and 26, 2019. The parties have agreed that Ken Saunders will hear the case.

CUPE:

There is one outstanding grievance that is scheduled for an arbitration hearing on February 28 and March 1, 2019 with Arbitrator John Kinzie. The Union is grieving Management's decision to deny their request that one of the Township's regular full-time employees be granted paid Union leave two days per week, plus 18 more days throughout the year in order to fulfill her role as CUPE's Treasurer.

Staff Training

On September 18, 2018, Human Resources organized an in-house seminar provided by the Employer's Advisors Office, regarding the correct procedures to follow during accident investigations for staff. Attendees included supervisors, managers, directors, and safety committee members.

General

- Human Resources developed and implemented a Management Policy regarding drugs and alcohol in the workplace, as a result of the legalization of cannabis on October 13, 2018.
- Work has begun on the development of a corporate leadership training program.
- Human Resources organized the annual flu clinic that took place on October 30; the quadrivalent vaccine was provided to 49 staff members (12 more than the previous year).
- Human Resources organized the annual Employee Long Term Service and Perfect

Attendance Presentation. Twenty employees were recognized for their long service, and 18 employees for their perfect attendance. This year two members of the Fire Department were also recognized for 20 years of exemplary service.

- Five modules regarding New Employee Orientation have been uploaded to The Bridge, and a presentation of these modules was provided to directors and managers to ensure new staff use this orientation process.

II. COMMITTEES

- Executive Assistant coordinated one Labour Management meeting (3 total for the year), including preparation of agendas and minutes
- Office Administrator, as Recording Secretary for the Environmental Advisory Committee, coordinated two EAC meetings, including preparation and posting of Notices, Agendas and Minutes
- Staff posted 9 sets of Agendas and Minutes of APC, DRC and EAC to the website with agenda link forwarded to Council



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Staff Report

File #:19-003

PERIOD REPORT

DATE: January 9th, 2019

Report No. CSS-19-001

TO: Laurie Hurst, Chief Administrative Officer

FROM: Blair McDonald, Director of Community Safety Services

SUBJECT: Community Safety Services Department - 2018 Third Period Report

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

I. DIVISION ACHIEVEMENTS AND ACTIVITIES

1. Emergency Management

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

The NEPP presented four emergency information sessions this period: The First 72 Hours on Sept 12, Tsunami - Know your risk on September 24, Emergency Preparedness for pet owners on November 14 and a workshop on September 29.

The NEPP continues to update their Facebook page and the Township website to advertise events and to provide emergency preparedness information to residents.

The NEPP provided information to the Municipal Pension Retirees' Association and a local strata during the period, as well as attending the Fire Department Open House to distribute emergency preparedness literature.

- **Emergency Social Services (ESS)**

Three volunteers were recruited in the period and the team walked through the response protocol with new members.

The team met three times during the period and tested the all call activation prior to these meetings.

Staff attended regional ESS Directors meetings, hosting one, and continues to engage in regional ESS planning by setting up Google documents and calendars to share regionally, as well as assisting in the development of a regional ESS communications plan. Staff and the ESS Training Coordinator attended an annual meeting to coordinate regional requests for ESS training in the upcoming year.

A working group of the ESS team designed and facilitated an exercise at Church of Nazarene to align with the municipal EOC tabletop exercise that took place November 28. A functional exercise will take place in the first period of 2019 building on the table top exercise and will encourage community participation as mock evacuees.

Volunteers attended a team meeting and emergency program volunteer recognition function on December 3rd.

The program hosted a regional ESS JIBC training course on Registrations and Referrals October 27, and volunteers also had the opportunity to partake in the additional JIBC courses of Reception Centres and Group Lodging.

An ESS inventory and bin reorganization was completed during this period. De-escalation training facilitated by the Victoria Police Department took place in November and City of Victoria volunteers were invited to attend as well. There was a large turnout to this event.

A Community Emergency Preparedness Fund grant application submitted to purchase additional ESS sea cans and locate one with ESS supplies on the North side of the Township was completed. The application was successful and work will be undertaken in 2019.

- **Emergency Radio Communications**

During the period, the team completed purchasing, assembly and testing of Radio Go-Kit # 3 which is now permanently stored at the Secondary EOC (Public Works Yard), and determined best options for storage locations at PW Yard.

The Town Hall EOC Radio Group Windows XP laptop was refurbished with the newest versions of Linux and RMS Express to avoid having to purchase a new laptop for that location. They completed assembly and testing of two portable J-Pole antennas for Go-Kits #2 and #3, and completed assembly and testing of 12VDC emergency power module for laptop and USB device charging for Go-Kit #2.

The team tested antenna options at the Secondary EOC and facilitated quotes for antenna install in two potential locations and updated Radio Group Volunteer Handbook.

The team investigated options for having a networked hard drive backup at the primary Radio Room and decided implementation of a Windows based network and infrequent backup to a pen drive is sufficient at present.

The team also completed a handheld radio Reception Centre locations exercise and have confirmed that the team can successfully communicate via handheld radio back to the Radio Room from all potential Reception Centres in Esquimalt.

- **Administration**

The Great British Columbia ShakeOut took place October 18th, which saw communications and evacuation exercises throughout Township departments and facilities.

A lunch and learn on Emergency Preparedness was offered to staff, and three prizes were awarded to staff that participated in emergency preparedness events through the week.

Staff participated in a collaborative presentation for the Emergency Preparedness for Industry and Commerce Council conference on September 7 that provided an overview of local government and business responsibilities, as well as steps businesses should consider for preparedness.

The Local Government Emergency Program Advisory Commission met twice this period and the Regional Tsunami Emergency Communications Plan was tested. Staff proposed to the Commission that all Local Governments apply for the UBCM Community Emergency Preparedness Fund Evacuation Planning grant and allocate a portion of the grant to regional evacuation planning. All agreed and staff developed a template application and staff report for use by Local Governments in the region. Staff then submitted a \$25,000 application for Esquimalt with \$6000 allocated to regional evacuation planning.

Staff attended a Regional Hazard Risk and Vulnerability Workshop on November 19 and provided input to assist with the ongoing Regional Emergency Management Partnership (REMP) project. The workshop was well attended with representation from several different regional, provincial, and federal agencies.

Staff continues to participate in the regional working group for 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. The application has been successfully reviewed by the Province and is awaiting Federal approval.

Staff chaired the Regional Emergency Coordinators Advisory Commission Forum September 20 with presentations from various provincial and regional entities.

The Desalination Unit tested successfully during the quarter. Portable and stationary water storage tanks were also purchased to ensure water distribution and storage capacity.

Staff continues planning with departments 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. An exercise will take place in the first period and include participation from staff, volunteers, and external agencies.

During the period, staff arranged for demonstrations of two potential public alerting systems: Voyent Alert and ERMS. A selection will be made during the first Emergency Planning Committee Meeting of 2019.

The Township hosted a Regional JIBC Information Officer Training course sponsored by Emergency Management British Columbia in September which was attended by five staff. Staff also delivered in-house training on Emergency Operations Centres November 21 in anticipation of the tabletop exercise held November 28, and provided Council with an emergency management overview.

The Emergency Public Notification System (Connect Rocket) has been tested successfully each month.

After observing an Ammonia Response Plan exercise the morning of November 28, staff is working with the Parks and Recreation Department on potential use for the Connect Rocket system in their emergency communications procedures.

A tabletop exercise and Emergency Planning Committee (EPC) meeting were held on the afternoon of November 28 with attendance by appropriate Township staff, Victoria Police, and the Department of National Defense. The tabletop scenario was based on a potential ammonia leak and evacuation and findings will be used to deliver a functional exercise in the first period of 2019.

The draft Esquimalt Emergency Plan was presented and will be finalized along with a training and exercise schedule during the first EPC meeting of 2019.

Staff attended workshops and conferences during the period including the Emergency Preparedness and Business Continuity Conference October 30 to November 1 in Vancouver, a Local Government for Sustainability workshop, and a debrief with the Provincial Emergency Coordination Centre regarding flood and fire response for the summer of 2018.

2. Bylaw Enforcement

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

Nine BONs were forwarded to the Screening Officer level in this period. Of those, three were cancelled by the Screening Officer and six 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, 15 complaints of unsightly properties were reported to Bylaw Enforcement. Of those, 12 were dealt with using the authorities within the Maintenance of Properties and Nuisance Regulation Bylaw. Three files remain active.

- **Incidents of Note**

Staff worked with Transport Canada to have a boat moored in the Gorge Waterway declared abandoned. That designation was received late in the period. Staff took possession of the boat as authorized by Transport Canada and contracted to have it removed and appropriately disposed of. Staff also applied for grant funding to pay for the removal and disposal. Those funds were received and applied to the costs of disposal.

- **Attachments**

- Bylaw Contraventions and Complaints/Municipal Tickets and Bylaw Notices/Animal Management Report (attachment # 1)
- Unsightly Properties Chart (attachment # 2)

3. Building Inspections/Permits

- The Third Period in 2018 continued to show strong demand for building permits related to ongoing construction in Esquimalt. Overall in 2018, the Building Department issued permits for a total value of construction of nearly 57 million dollars with total permit fees of approximately \$532000; contrasting to 2017 where the total value of construction was just shy of 22.9 million dollars for total fees of approximately \$245000.
- The 2018 BC Building Code took effect late in the period. The last Building Code update occurred in 2012.
- 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 discussed and established action plans

where appropriate on street and traffic signage. The issue of transfer of property from DND to Public Service and Procurement and its impact on jurisdiction relating to municipal services, fire services and policing. 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 will come into force in 2019.
- Renewals were mailed in November to all current business.
- The Business Licence application was updated and made available on the Township's website.
- The Township currently has 739 active business licences (703 in 2017) which are posted on the website and updated every three months.
- In this period, 25 new businesses obtained a licence.
- In this period, 30 businesses were closed.

6. Deer Management (information is included from last period for the information of new Council members)

- Urban Wildlife Stewardship Society (UWSS) continued with a public education campaign with its primary focus being harmonious coexistence with deer.
- A fall deer count was conducted in late October/early November 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 - 3rd Period

	2017 3 rd Period	2018 3rd Period	2017 Year to Date	2018 Year to Date
Total Bylaw Contraventions and Complaints	101	136	363	501
➤ Streets and Traffic	49	65	151	206
➤ General Bylaw Inquiries	13	25	49	66
➤ Maintenance/Nuisance Property/Noise Bylaw	22	25	107	110
➤ Zoning Bylaw	4	7	8	24
➤ Business License	2	7	6	47
➤ Building	5	2	19	12
➤ Animal Control	1	2	6	7
➤ Park Maintenance & Tree Protection	2	2	9	20
➤ Assist Third Party	0	1	0	8
➤ Secondary Suites	2	0	7	1
Concluded Investigations	86	116	296	470
Active Investigations	15	19	64	31
BON's Issued	147	361	291	517
➤ Total Maximum Fine Value	6212.00	9722.50	13977.00	26262.50
➤ Total Paid	2647.50	1575.00	3967.50	6625.00
➤ Total Outstanding	3565.50	8147.50	10009.50	19637.50
➤ Positive Resolution	46%	29%	39%	40%
➤ Outstanding Tickets	54%	70%	61%	60%
➤ Tickets Cancelled	5	20	15	43
➤ Warning Tickets (not included in "issued" total above)	76	152	177	305

BON and MTI Adjudication				
Disputed Matters to Screening Officer	6	9	12	35
Disputed tickets - cancelled	4	3	6	19
Disputed tickets – confirmed by Screening Officer	2	6	5	16
Number sent to Adjudication	0	0	0	0

Animal Control	2017 3rd Period	2018 3rd Period	2017 Year to Date	2018 Year to Date
➤ Dog Tags Sold	202	76	1408	1493
Incidents Investigated by Victoria Animal Control				
➤ Dogs at Large	22	35	73	65
➤ No Leash	37	133	143	224
➤ No License	29	65	130	140
➤ Barking/Noisy Dogs	9	11	26	19
➤ Dog Attacks (on animals)	4	9	13	19
➤ Dog Attacks (on humans)	1	7	6	12
➤ Cats at Large	7	8	20	20

Actions taken by VACS	2017 3rd Period	2018 3rd Period	2017 Year to Date	2018 Year to Date
➤ Verbal Warnings	57	158	202	263
➤ Written Notices	23	162	118	218
➤ BON's Issued	10	17	21	34
➤ Animals Impounded	21	34	76	69

2018 Third Period Report - Maintenance of Property Bylaw Activities

	Address	Communication	Status	Pending Result
1.	1100 Block Craigflower	<p>File on going for approx. 6 years. Extensive legal opinion. On going issues with multiple vehicles, car parts and debris</p> <p>March 26, 2018 letter to owner stating the Township would be entering property on April 4,5 and 6 to conduct a clean up. Owner attended the office and waited in parking lot for Bylaw (2nd time he has done that) He requested 1 month from the April 6 date. May 9th 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>. Last face to face meeting was September 7, 2019..</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 30 pick up loads of refuse, metal, car parts, wood and so on off the property. He has removed 4 vehicles from the property with</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> <p>Owner continues to make slow progress with his clean up. Inspections are occurring approx. every 2 weeks and</p>

2018 Third Period Report - Maintenance of Property Bylaw Activities

			<p>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>	<p>there is some clean up happening between every inspection. Anticipate that file will be complete in the next few months.</p>
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2018 Third 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 18th 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 painter to paint the.</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 Third Period Report - Maintenance of Property Bylaw Activities

		<p>The homeowner then hired a carpenter and as of September 5th 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 32 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> <p>Front stairs are completed. Yard is completed. Outstanding is the paint.</p> <p>Received several painting quotes. There is a MAJOR environmental issue with the lead paint at this property. The remediation could cost in the area of \$25,000</p> <p>Owner given to June 2, 2019 to paint. If not complete Bylaw will arrange paint and remediation.</p>		
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2018 Third Period Report - Maintenance of Property Bylaw Activities

3.	800 Craigflower	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>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 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>Last face to face meeting was December 2018.</p> <p>Last inspection was September 8, 2019. The owner has taken down the scaffolding on the east side of</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> <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> <p>Another letter to be written to</p>
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2018 Third Period Report - Maintenance of Property Bylaw Activities

			the house that has been up for several years. There is still a mess in the front yard. (which has been almost clean a few times in the last 6 months)	owner in order to complete front yard work.

Permit Type Issued	2017 – 3rd period		2018 – 3 rd period		2018 Year to date Total	
	No.	Value (\$)	No.	Value (\$)	No.	Value (\$)
Commercial	5	397,000.00	3	521,000.00	15	1,180,500.00
Industrial	2	1,025,000.00	-	-	11	25,119,177.90
Institutional	-	-	2	9,900,000.00	4	15,604,000.00
Duplex - Demolition	-	-	-	-	-	-
Duplex Alteration/Additions	-	-	-	-	1	5,000.00
Duplex New	1	500,000.00	1	630,000.00	2	1,230,000.00
Single Family New	4	1,395,000.00	-	-	4	1,430,000.00
Single Family Alterations	15	673,500.00	4	390,000.00	29	1,531,480.00
Single Family Additions	4	195,000.00	3	46,000.00	16	624,280.00
Single Family Demolition	2	2,000.00	3	27,000.00	9	33,000.00
Multiple Family New	-	-	3	8,524,400.00	3	8,524,400.00
Multiple Family Alterations	3	115,200.00	7	256,000.00	15	440,575.00
Multi Family Additions	-	-	1	1,200,000.00	1	1,200,000.00
Multi Family Demolition	1	1000.00	1	1,000.00	1	1,000.00
Sign Permit	2	52,000.00	2	6,815.00	4	16,215.00
Miscellaneous Permits Chimney/Insert	2	13,600.00	4	9,733.00	6	17,521.00
Total	41	4,369,300.00	34	21,511,948.00	118	56,957,148.90
Building Permit Fees		52,502.10		199,465.75		531,735.85
*Plumbing Permits	29		37		118	

*[note- number of plumbing permits issued only]

Commercial Building Permits Breakdown (value of construction)

BP013975 – 890C Esquimalt Rd. – Tenant Improvements – \$150,000.00

BP013990 – 520 Comerford St. – New Elevator and hoist way - \$350,000.00

Industrial Building Permits Breakdown (value of construction)

BP013817 – 1235 Esquimalt Rd. (New Town Square) – Building A Multi family Residential – \$4,600,000.00

BP013818 – 1235 Esquimalt Rd. (New Town Square) – Building B Multi Family Residential – \$5,300,000.00

Misc. Building Permits Breakdown (value of construction)

BP013956 – 468 Foster St. – New Duplex – \$630,000.00

BP013943 – 429 Lampson St. (English Inn) – Wing addition \$1,200,000.00

BP013981 – 925 Esquimalt Rd. – New Metal Roof – \$100,000.00

BP013941 – 429 Lampson St. (English Inn) – New Multi Unit Residential – \$6,770,000.00

BP013977 – 1052 Tillicum Rd. – Five Unit Townhouse – Units 3, 4 & 5 – \$1,052,640.00

BP013979 – 1052 Tillicum Rd. – Five Unit Townhouse – Units 1 & 2 - \$701,760.00

BP013985 – 1115 Lockley Rd. – Interior Renovation – \$235,000.00

BP013999 – 1212 Rockcrest Pl. – Kitchen Reno & Deck Addition – \$85,000.00

Infrastructure Deposit of \$2500.00 taken on 11 of the 34 permits issued



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

Staff Report

File #:19-004

PERIOD REPORT

DATE: January 8, 2019

Report No. FIN-19-001

TO: Laurie Hurst, Chief Administrative Officer

FROM: Ian Irvine, Director of Financial Services

SUBJECT: Financial Services and IT Department - 2018 Third Period Report

The following is a report on the activities pertaining to the Financial Services and IT Department from September 1, 2018 to December 31, 2018.

I. DIVISION ACHIEVEMENTS AND ACTIVITIES

1. Budgeting, Financial Reporting and Accounting

- In preparation for the 2019-2023 Financial Plan, initial capital and operating budget information is being compiled by each department. Once all submissions are received, they will be consolidated for Council's review during March 2019.
- The year end requirements, reconciliations and analyses are being completed in preparation for the annual financial statement audit scheduled for March 2019. Interim audit work by the Township's auditors was completed during late November.
- A variance analysis of budget versus actual revenues and expenditures was completed in October with no unexplained significant variances or anomalies noted.

2. Property Taxes

- Outstanding property tax notices were mailed in November and as of December 31, approximately 95% of the total property tax levy was collected. This represented almost 98% of the total tax folios within the Township.
- The total 2018 payment received from Public Works and Government Services Canada (PWGSC) for Property in Lieu of Taxes (PILT) was for \$21,926 less than our application amount. Discussions are ongoing with BC Assessment and PWGSC to determine the rationale for the reduced payment and whether an appeal will be necessary.
- All delinquent property taxes were collected in advance of the September deadline and, as a result, no tax sale was required.

3. Risk Management

- There are no significant or unusual liability claims against the Township.

4. Information Technology

- Coordinated a network penetration test that was performed by a third party organization to determine identify any security concerns. This involved the security testing of the network and internal email phishing attempts for the purpose of identifying and assessing potential vulnerabilities requiring remediation.
- Completed the de-commission of the former E-COMM Dispatch Network now that the transition has been fully made to the dispatch operation on the mainland.
- Closed a total of 350 internal staff support calls during the period. This figure is higher than previous periods and was achieved with reduced staff levels as a result of vacation and other leave.
- Continued the migration of the existing servers to new infrastructure. Completion of this project will result in a more robust and easy to use environment to support all Township systems.

II. COMMITTEES

- The Local Grant Committee met in September to review 2019 Permissive Tax Exemption applications. Recommendations from the Committee were reviewed and approved by Council and the bylaw was adopted in October.



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

Staff Report

File #:19-020

PERIOD REPORT

DATE: January 14, 2019

Report No. EPW-19-001

TO: Laurie Hurst, Chief Administrative Officer

FROM: Jeff Miller, Director of Engineering & Public Works

SUBJECT: Engineering & Public Works - 2018 Third Period Report

The following is a report on the activities pertaining to the Engineering & Public Works from September 1, 2018 to December 31, 2018.

I. DIVISION ACHIEVEMENTS AND ACTIVITIES

1. Sanitary Sewer

- 2 service laterals installed (new) this period (total for the year = 12).
- 6 service laterals replaced (due to blockages) this period (total for the year = 21).
- 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 has been completed.
- Program also includes coordinating similar activities for View Royal pump stations.
- Scope of work for lockout locations on the various stations has been completed. Work to be initiated upon approval of Financial Plan.

3. Storm Drains

- 3 service lateral installed (new) this period (total for the year = 18)
- 2 service laterals replaced (due to blockages) this period (total for the year = 11).
- Test and clear inspections as and when required.
- 0 manhole replaced this period (total for the year = 3).
- 5 catch basins replaced this period (total for the year = 5).
- 1 new catch basin installed this period (total for the year = 1).
- Program for catch basin cleaning was completed. Spot cleaning ongoing for the remainder of the year.
- Completed grant application for end of pipe treatment structures for Gorge Creek and

West Bay collection basins and submitted to Infrastructure Canada; we are waiting for a response.

4. Liquid Waste Management

Waste Water - Inflow and Infiltration

- Continuing to develop a cost sharing strategy and bylaw for inflow and infiltration mitigation. Report (EPW-18-036) presented to Council.
- 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 retained a consultant to assist in the modelling of the sanitary collection system.

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

- Snow & Ice Control Programs carried out as required
- Fall sweeping program completed. Winter program underway.
- Annual line painting contract completed.
- Painting of curbs, crosswalks, stop bars is underway for this year's program.
- Carried out surface restoration for third parties.
- Approximately 231.07 tonnes of asphalt placed for the period (total for the year = 546.64).

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 early 2019.

7. Sidewalk Maintenance

- Carried out surface restoration for third parties.
- Approximately 44.4 cubic meters of concrete (includes curb and gutter and sidewalk panels) was placed (total for the year = 161.2 cubic meters).

- Approximately 1268.1 linear meters was replaced for the period (total for the year = 1735.3 linear meters).

8. Sidewalk Ramps

- 2 ramp locations identified and completed under ramp replacement program.
- A total of 11 ramps completed to date.
- Additional ramps due to capital projects or concrete replacement.

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:
 - 30 - No. 1 trip hazards (17 completed to date)
 - 82- No. 2 trip hazards
 - 154 - No. 3 trip 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 = 7 (total additional bins purchased since 2014=260).
- 2014 garbage and organic bins inventory was depleted and additional bins were ordered and inventory has been replenished.
- Tonnage of garbage waste stream collected for period = 382.44 (total for the year = 1212.49).
- Tonnage of kitchen scraps collected for period = 195.35 (total for the year = 556.64).
- Tonnage for the year = 1769.13 (total for same period 2017 = 1734.07).
- 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 early 2019.
- Usage of transfer station during period: September to December:

- Esquimalt residents = 5,256 (total for the year = 17,780).
- View Royal residents = 2,110 (total for the year = 7,695).
- Commercial = 53 (total for the year = 106).
- Tonnage removed from site = 633.40 (total for the year = 1746.62).
- Tonnage removed in 2017 third period = 748.39 (total for 2017 = 2240.08).

Recycling

- Operations normal.
- Staff preparing a new contract for tender in 2019.

12. Fleet

- Operations normal.
- Working on developing specifications and tender packages for the following items in 2018:
 - Bylaw truck
 - A request for proposal was released for an electric vehicle. No proposals received.
 - ¾ ton truck - request for quotations to be released early 2019.
 - Crew cab with dump box - request for quotations to be released early 2019.
 - Parade float
 - Preliminary concepts have been completed.
 - Staff carried out further engagement with public.
 - Expression of interest for construction to be released in the first or second period in 2019.
 - Request for Quote (RFQ) issued end of third period for a High Roof Cargo Van. RFQ will be awarded in the first period of 2019.
 - Desalination trailer modification started.
 - 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 = 8 (total for the year = 11).
- Work orders issued for asphalt/sidewalk repairs following work by other utilities for the period = 28 (total for the year = 82).
- Work orders issued for sanitary and storm services to accommodate new development in the period = 11 (total for the year = 23).

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.
- Lyall Street design has been started.
- 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) - completed
 - Devonshire Road (storm drain main) - completed
 - Selkirk Avenue (storm drain line) - completed
 - Head Street (storm drain manhole) - review of CCTV info revealed main does not require to be replaced, the manhole has been temporarily sealed, no additional work required at this time.
- Additional locations are being identified by condition assessment from CCTV inspections 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 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 early 2019.

14.6 Inspection of Masonry Structures

- An inventory of the masonry structures has been completed.
- In 2019, a consultant will be retained to assist in the assessment of the structures.

14.7 Municipal Hall Upgrade

- Work has been completed.
- Scope of work included: removal & replacement of various flooring materials as well as painting of common areas.

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.

- Emergency Operations Centre power requirement needs additional standby power demand to meet operations needs during an event.
- Based on review of the generator, it is undersized and needs to be replaced.
- Will develop a scope of work for the project in 2019.

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.
- A consultant was retained in the third period to review, results pending.

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.
- 100% of the project has been completed by the end of 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 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 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 completed in the third period.
- Underground lines have been found to be in poor shape and replacements have been completed.

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 first period of 2019.

14.15 Road Corridor Program

- This program will see the update of various road corridors for both above/below surface infrastructure.
- A review of the geotechnical information has been completed.
- Pipe infrastructure inspections will continue into 2019.
- Roads included in the program are the arterials and collectors.
- The information will be used to determine the maintenance and renewal scope of work for the sewer and drain programs.

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 was completed 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 was 90% completed 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 (Esquimalt Together Against Graffiti)

- Recruitment drive in early 2019.
- Public Works/Parks Departments continue to carry out work on the public realm as required.
- Review of potential contracted services to be undertaken in 2019.

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 early 2019.

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 early 2019.

14.21 1237 Esquimalt Road Demolition

- Tender was awarded in later part of the second period.
- Demolition of the existing building was completed and the completion of the parking lot occurred 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 was initiated in house in the third period.
- Electrical design to be initiated in the first period of 2019.

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.
- Work was completed in the third period.

14.24 Inflow and Infiltration Control Program

- Engineering has prepared preliminary modelling data.
- Based on this modelling data, initial modeling will be carried out.
- Pilot project for inspection chambers and cameraing to be initiated in 2019.

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 = 5 (total for the year = 18).

15. Development Applications

- Number of development applications for Engineering comments this period = 9 (total for the year =29).
- Number of building permit applications for Engineering comments = 28 (total for the year = 108).

II. COMMITTEES

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



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

Staff Report

File #:19-032

PERIOD REPORT

DATE: January 7, 2019

Report No. DEV-18-007

TO: Laurie Hurst, Chief Administrative Officer

FROM: Bill Brown, Director of Development Services

SUBJECT: Development Services - 2018 Third Period Report

The following is a report on the activities pertaining to the Development Services Department from September 1, 2018 to December 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 third period.

- (New) 937 Colville Road - A proposal for 6 townhouses.
- (New) 821/823/825 Wollaston Street - To permit an existing triplex (3 unit- townhouse) on the subject property.
- (New) 616-620 Constance Avenue & 619-623 Nelson Street & 1326 Miles Street - A proposal for a 106 unit building with ground floor commercial.
- (New) 522 Admirals Road - To amend the Zoning to accommodate a Cannabis Retail Store
- 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. Council granted amending bylaw 1st and 2nd reading on October 1, 2018. Public Hearing and 3rd reading of bylaw occurred on November 26, 2018.
- 901 Selkirk Avenue - A proposal for a 3 lot single family subdivision. Reviewed by the Advisory Planning Commission on June 19, 2018.

- 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. Council granted amending bylaw 1st and 2nd reading on November 26, 2018.
- 1198 Munro Street - A proposal to create a small lot on existing corner lot and build a single family dwelling. Reviewed by the Advisory Planning Commission on October 16, 2018. Council gave the rezoning bylaw first and second readings on December 17, 2018.
- 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. Staff working with applicant to make revisions, in response to comments received from neighbours.
- 636/638/640/642 Drake Avenue - A proposal for 8 new townhouses. Reviewed by the Design Review Committee on July 17, 2018. Reviewed by Advisory Planning Commission on October 16, 2018. Council authorized OCP consultation circulation on December 17, 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. Public hearing and third reading of bylaw occurred on December 3, 2018.
- 838/842 Admirals Road - A proposal to rezone the property to a Comprehensive Development zone to accommodate a 4 storey, 28-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 1st and 2nd reading by Council on August 20, 2018. The public hearing was held on November 19th, 2018.
- 638/640 Constance and 637 Nelson - A proposal to rezone the property to a Comprehensive Development Zone to accommodate a 6 storey, 71-unit multi- residential purpose built rental building. Considered by the Design Review Committee on February 14, 2018. Considered for 1st reading by Council on August 20, 2018. Considered for 2nd reading by Council on November 26, 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. The bylaw was adopted by Council on October 1, 2018. Staff were given direction to remove outdated development permit notices from the land titles at this same meeting. Notices have been removed.
- 833 / 835 Dunsmuir Road - A proposal to rezone the property to a Comprehensive Development Zone to accommodate a 5 storey, 32-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. The public hearing was held on September 17, 2018. Council also gave the rezoning bylaw third reading at the September 17, 2018 meeting.

- 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. The rezoning bylaw was adopted by Council on October 1, 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.
- 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. At their August 27, 2018 meeting, Council rescinded second reading to remove provisions related to the floor area for a day care and then read the bylaw anew and gave it second reading.

2. Development Permit (DP) Applications

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

- (New) 801 Esquimalt Road - DP application for balcony repairs.
- (New) 1129 Munro Street - DP application for a new accessory building, located in front of the face of the principal building.
- (New) 852 Esquimalt Road - DP application for an illuminated business sign for Cask & Keg.
- (New) 1234 Esquimalt Road - DP application to alter the storefront by bringing out windows to redirect pedestrian traffic.
- (New) 838/842 Admirals Road - DP application for a 4 storey 28-unit purpose built rental building.

- (New) 1109 Lyall Street - DP application to construct a 2 storey duplex in the rear of the property.
- 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. Application was approved by Council on November 26, 2018.
- 485 Head Street - DP application to construct an accessory building. The development permit was approved by Council at their December 17, 2018 meeting.
- 833 / 835 Dunsmuir Road - A DP application to accommodate a 5 storey, 32-unit multi-residential strata building. Considered by Design Review Committee on November 14, 2018.
- 1052 Tillicum Road - Application for five townhomes. Approved by Council on June 25, 2018. Landscape security received, DP issued November 8, 2018.
- 460/464 Head Street - Development permit 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. The development permit was approved by Council on October 1, 2018.

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 third period.

- (New) 1129 Munro Street - Variance for siting requirement of an accessory building.
- (New) 1181 Old Esquimalt Road - Variance for a side yard setback requirement for the existing second storey deck/balcony. Reviewed by the Advisory Planning Commission at their December 18, 2018 meeting.
- (New) 832 Old Esquimalt Road - Variance to the Works and Service for the underground wiring as per Schedule E, s.5.01 of the Subdivision and Development Control Bylaw No. 2715. Reviewed by the Advisory Planning Commission at their December 18, 2018 meeting.
- 955 Craigflower Road - Variance for signage for a gas service station. Approved by Council on November 26, 2018.
- 404 Constance Avenue - Variance for fence height. Reviewed by the Advisory Planning Commission at their December 18, 2018 meeting.

4. Board of Variance Application (BOV)

No new applications were received during the third period.

- 1217 Juno Street - Variance to install a door off the kitchen to access the backyard. Approved at the September 13, 2018 Board of Variance meeting.

5. Heritage Alteration Permits (HAP)

No new applications were received during the third period.

- 1379 Esquimalt Road. (St. Peter's and St. Paul's Church) - Application on hold pending outcome of applicant's heritage review committee consultation process.

6. Subdivision Applications

In addition to continuing to process existing Subdivision applications, one new Subdivision Application was received during the third period.

- (New) 455 Sturdee Street - Two-lot subdivision.
- 622 Admirals Road - Legion - Subdivision for road widening. The plan has been registered at the Land Titles Office.

7. Temporary Use Permit Applications

One new Temporary Use Permit Application was received during the third period.

- (New) 1237 Esquimalt Road - Temporary Use Permit to allow the site to be used temporarily as a parking lot. Approved by Council on November 19, 2018.

8. Legal Document

- (New) 622 Admirals Road - Amendment to the existing Covenant & Housing Agreement.

9. Other Planning Projects

- Signed partnership agreement with PlanH Healthy Communities for \$10,000 funding to develop multi-family design guidelines that encourage healthy communities in housing project for the missing middle.
- Prepared RFQ for PlanH project for bid, chose successful consultant and signed contract.
- Prepared amendments to the zoning bylaw to bring cannabis regulations into alignment with changes in the ALC regulations and medical cannabis regulations.
- Responded to three requests for information on starting a cannabis retail operation.
- Updated website for new OCP and Cannabis retail operations.

- 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.
- Worked with development consultant to prepare the request for proposals for 880 Fleming Street.
- Organized Legal Workshop for the Advisory Planning Commission.
- Attended meeting about the new Provincial Housing Policies.
- Attended the CRD's Development Planning Advisory Committee.
- Attended the DND's Esquimalt Harbour Authority meeting.

10. 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.
- Met with BC Transit and DND staff for start up of View Royal/Esquimalt Transit Plan.

11. Economic Development

- Met with the Urban Development Institute's Esquimalt Liaison Committee.
- Worked with numerous developers to promote development in Esquimalt.

12. Sustainability

- Held workshop for Adapting Together project to identify risks associated with climate change in the municipality.
- Joined successful application for Transition 2050 funding by FCM. Partnering with 8 other municipalities and regional districts on Vancouver Island in a two year project to accelerate home retrofits for energy efficiency.
- Prepared report on Checkout Bag regulation options for Council Dec 3, 2018.

- Prepared memo for EAC regarding Cigarette Butt disposal options.
- Attended Climate Action Intermunicipal Working Group meeting at the CRD.

13. Geographic Information System (GIS)

- 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.

14. Other

- Hired a temporary planning technician.
- Reviewed numerous Building Permit applications for compliance with development permits and zoning regulations.
- Electronically registered 11 Notices with B.C. Land Title and Survey Authority.
- Reviewed 22 Business Licence Applications for Zoning Compliance.
- Updated West Bay kiosk monthly, and when extra posters received.
- Prepared 10 Building Permit History & Zoning Letters.
- 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.

15. Training

Staff attended the following training sessions:

- Advancing Collaborative Climate Adaptation in British Columbia, Nov. 2018
- Workshop on Electric Vehicle and Electric Bike Infrastructure Planning, CRD, Nov. 2018.
- EOC training Level 1.
- How to Use Census Data.
- Turning Statistics into Stories.
- Fairness in Practice - Skills Development Workshop.

- Accident Investigation Course.

II. COMMITTEES

Advisory Planning Commission

- The Advisory Planning Commission met 3 times in the third period and reviewed 9 applications.

Design Review Committee

- The Design Review Committee met 3 times in the third period and reviewed 4 applications.

Environmental Advisory Committee

- The Environmental Advisory Committee met two times in the third period.

Board of Variance

- No new Board of Variance application was received.



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

Municipal Hall
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Staff Report

File #:19-026

PERIOD REPORT

DATE: January 8, 2019

Report No. P&R-19-001

TO: Laurie Hurst, Chief Administrative Officer

FROM: Scott Hartman, Director of Parks and Recreation Services

SUBJECT: Parks and Recreation Services Department - 2018 Third Period Report

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

I. DIVISION ACHIEVEMENTS AND ACTIVITIES

1. Parks Services

- 49 new boulevard trees were planted, 39 boulevard trees were pruned, 77 young trees were trained, and 28 old boulevard trees were removed.
- There were 23 tree removal/pruning permit applications submitted, 20 permits were approved for trees cut, 3 approved for pruning.
- A new swing set was installed at Anderson Park.
- The outbuildings on Bullen Park were painted.
- Broom, Blackberry, Lupine, Laurel, and Ivy was cut and removed in Macaulay Park.
- A new playground was built at Lampson Park including new playground equipment, landscaping, new shade trees, irrigation and picnic area.
- A new fence, storage shed, material storage area, and pathway were installed at the Community Garden in Anderson Park.
- Bookings September - December:
 - Saxe Point Park - 83 bookings - 7 weddings - 1 picnic
 - Esquimalt Gorge Park - 8 bookings - 3 weddings - 3 picnics - 3 events - 1 filming
 - Memorial Park - 4 bookings - 1 picnic - 3 events
 - Bullen Park - 78 bookings - 2 events
 - L'Ecole Brodeur - 90 bookings
 - High Rock Park - 1 booking - 1 filming

2. Recreation Services

Marketing & Registration

- 5,232 Program registrations (course and drop in reservations) were processed during this period which is similar to the same time frame in 2017.
- 2,086 membership products were purchased during this period (same as last year). These include: passes and drop in punch cards sold and renewed, specialized passes for personal training services, and childminding.
- 529 products were sold through the Recreation Centre Shop during this period which is consistent with quantities of products sold last year. These include goggles, swim caps, swim diapers, etc.
- There were 23,698 drop in admissions during this period versus 27,564 during the same period last year. This change is due to the annual pool maintenance closure taking place December 2-16 in 2018 versus the late spring/early summer in 2017.
- There were 3,949 registrations for courses running within this period versus 3,042 over the same period last year.
- 1,574 registrations for courses starting during this period were completed online, accounting for 39% of the total course registrations. By comparison, 717 registrations accounting for 23% of this total occurred during the same period last year.
- Esquimalt Parks & Recreation social media platforms continue to be a strong tool to connect with clients:
 - 1,233 followers on Instagram - up from 1,164 last period;
 - 4,277 followers on Twitter - up from 4,270 followers last period and;
 - 4,476 followers on Facebook - up from 4,308 last period.

Fitness

- Registration for Fitness Programs for Children, Youth and Adults in the third period was 546 people; not including Drop-In's for registered programs which equaled 284 for a total of 830 registrants; up by just over 300 registrants from the Second Period.
- Personal Training Sales continued to be strong with just under \$14,500 in revenue. An increase of \$3,500 since the second period.
- 5 new Keiser Spin bikes arrived for Spin classes at the Sports Centre.

Arts, Culture, Social & Special Interest Programs

- 55 new contract instructors were brought on-board during this time period.
- A contract was established with the Silver Bow Studio. This new studio is located on Colville Rd. We will be offering 7 new programs in this space in the New Year.
- Adult dance class participation increased with 143 adult dance registrations this period compared to 41 in 2017.
- The volume of programs and the number of registrations increased across all age groups this period in 2019 compared to 2017:
 - Adults/Seniors - 410 registrations in 69 programs in 2018, up from 385 registrations in 62 programs in 2017.
 - Children - 155 registrations in 37 programs in 2018, up from 138 registrations in 26 programs in 2017.
 - Preschool - 129 registrations in 20 programs in 2018, up from 125 registrations in 20 programs

in 2017.

- Youth - 36 registrations in 20 programs in 2018, up from 28 registrations in 8 programs in 2017.
- New Programs created include:
 - Preschool - Baby Mandarin Seeds and Super Mandarin Seeds, which are Preschool Language Classes.
 - School Aged - Machine Sewing 101 and Make Your Own Stocking.
 - Adults & Seniors - vegetarian cooking, glass mosaics, an art, wine & cheese workshop, Hawaiian Hula, a seasonal gift making workshop and various sewing workshops.
- 21 weekly drop-in social programs for Seniors continued during this time period.

Child, Youth & Family Services

- OSC is full with 58 children in after school care and 56 children in before school care, up from 48 last year.
- Esquimalt Licensed Preschool Program is full, with 16 children in our Mon/Wed, Tue/Thur and Fantastic Fridays Program.
- Our Nature Preschool, Puddle Jumpers, is full with 16 preschoolers and has completely transitioned to an outdoor nature program. This Preschool is utilizing Saxe Point Park, only venturing inside when extreme inclement weather strikes.
- Our Youth Services (Teen Centre) program averages 30-35 youth on Thursday nights, 80-100 youth on Friday and 50-60 youth on Saturdays. Youth are involved in activities such as basketball, crafts, cooking, playing pool or video games.

Arena Programs

- The Lions Skate with Santa was held on Saturday December 15th with 180 Skaters.
- School group rentals have increased to 27 school sessions, compared to 19 in 2017.
- Learn to Skate registration was up an additional 10 participants from last season.
- Noon hour Drop-In Hockey has grown from 4-6 participants to 10-14.

Community Development and Events

- The Celebration of Lights Committee held their 7th annual Cars, Rods and Rides, a Fundraising Event for Celebration of Lights in the back parking lot of the Sports Centre on September 8th.
- Parks and Recreation staffed a portion of the children's activity area during Rib Fest on Sept 7-9th. The children's activity area was hosted in partnership with the Rib Fest Committee. Over 500 families visited this area and stopped by the newly designed Esquimalt Promotional Tent.
- The 14th Annual Children's Story Festival was held on Saturday September 22nd at Memorial Park in partnership with the Greater Victoria Public Library (GVPL). Attendance was up this year with an estimated 350 children and their parents compared to 300 in 2017. This year we incorporated the theme of "diversity" to our event and brought in storytellers that would teach the children and their parents not only about the important role that storytelling plays in other cultures, but about other cultures as knowledge in and of itself.
- Our Annual Senior's Appreciation Day was held on October 1st. Approximately 40 people attended the event.
- On October 5th, the Tour de Rock Riders were welcomed into Esquimalt, at the Sports Centre

plaza, by a large crowd including local school children, community members, members of Council and Victoria Police.

- The Esquimalt Lions hosted the annual Halloween Bonfire in the parking lot of the Sports Centre. Approximately 400 people attended.
- The Celebration of Lights parade was held on Sunday, December 2nd. There were approximately 35 entries in the parade and approximately 450 who attended the after parade activities.
- Esquimalt Parks and Recreation hosted the 5th Annual Christmas Tree Village. In total, 40 decorated Christmas Trees were located in the Recreation Centre and the Sports Centre compared to 33 trees in 2017. We moved to online voting this year through our website, and had a number of first time participants. The people's choice award went to the BC and Alberta Guide Dog Association.
- This was the second year for the Esquimalt Holiday Light Up Map. Participation included 7 submissions. We received a lot of positive feedback.
- We provided two 'by donation' photo opportunities with Santa this year, including one just for pets. Santa donated his time and we took over 60 photos and collected food for the Rainbow Kitchen.
- The Holiday Celebration Lunch was held December 6th. The Esquimalt Ukulele Group and Macaulay School Choir performed carols during the event.
- New this year was the Jolly Jingle Story Mingle held on December 14th. This was an interactive holiday experience involving engaging storytelling and painting done by performers. Thirteen people attended and enjoyed hot chocolate while watching the performance.

Aquatics

- Private Lessons increased to 139 from 123 participants in 2017.
- Adult Lesson registration increased to 18 from 9 in 2017.
- A new contract waterpolo program was added this Fall through Saanich Water Polo.
- The Aquatic Supervisor, took the lead in creating the GVAC's inter-municipal waterfit training program. We ran two pilots of the program, over 2018, and produced over 30 successful waterfit instructors who are now teaching at pools around the city. The course was finalized this fall and is ready for use by all GVAC pools.
- We hosted our first annual Dog Swim on Sunday December 2nd with positive reviews. We initially planned for two sessions, with 20 dogs per session, but due to the high demand we ended up running four sessions and having 75 dogs participate in the swim.

Facility Bookings and Events

- The Fourth Annual Esquimalt Ribfest occurred on Bullen Park September 8-10th.
- The Esquimalt Farmers Market finished up their Summer Market series on September 13th in Memorial Park. The indoor Fall Pop Up Market series started on September 2th and continued every second Thursday until November 1st in the Esquimalt Recreation Centre Atrium.
- The Farmers Market also held their first large scale Christmas market in the Recreation Centre on November 18th.
- The Head of the Gorge Rowing Regatta was held in Esquimalt Gorge Park October 19th to Oct 21st, bringing in many skilled athletes from across the province and Canada to compete.

Maintenance

Esquimalt Recreation Centre

- Maintenance Shutdown period for the pool area was the first two weeks of December and included the following:
 - Replacement of the Lifestyle pool high rate sand filter.
 - The 25 meter pool filter was treated with an epoxy product and the sand and gravel was replaced with a new product.
 - Painting and maintenance of the change rooms and pool deck areas.
 - Repairs were made to the tiles on the pool deck walls in the steam room and the on-deck shower.
 - Repairs were made to the east wall of the pool deck, diving board, and the floor of the pool deck storage room.
 - Replacement of the sauna benches was completed and a new sauna heater was installed.
 - The main facility washrooms had floors replaced with epoxy, as well as a fresh coat of paint.
 - Two new LED lights were installed over the lifestyle pool.

Archie Browning Sports Centre

- This is the first ice season since replacing the old chillers and brine pumps with new more efficient chillers and pumps. We have noticed a reduction in the run time of compressors, better quality ice for users, and faster freezing of water after ice cleans in the hockey rink. Changing to this new chiller style has allowed us to reduce our ammonia charge from 1,700 pounds down to 400 pounds.
- Curling ice was installed from September 16th-22nd.
- The facility was decorated for the holiday season, including additional lights outside of the facility with support from Celebration of Lights.
- New exit doors were installed at the North West corner of the hockey rink, replacing the old original wood doors.
- On November 28th the facility held an ammonia evacuation drill utilizing the new ammonia alarm system installed this past summer.

II. COMMITTEES

- The Parks & Recreation Committee met on October 18th.



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

Staff Report

File #:19-031

PERIOD REPORT

DATE: January 08, 2019

Report No. FIRE-19-001

TO: Laurie Hurst, Chief Administrative Officer

FROM: Chris Jancowski, Fire Chief

SUBJECT: Fire Department - 2018 Third Period Report

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

I. DIVISION ACHIEVEMENTS AND ACTIVITIES

1. Operations Division

Call Type and Volume		Routine Activities	
Alarm calls	32	Assist other agencies	0
Assist public	19	Bylaw inquiries	4
Burning complaints	8	General inquiries	12
Hazardous materials	8	Oil tank inspection	17
Structure fires	11	Placed on stand	1
Other fires	6	Plan review	4
Other responses	10	Public ed. / hall	6
Medical aid	198	Fire investigation	1
MVI	20	Business licenses	25
Rescue	0	Car seat inspection	12
Electrical emergency	4		
Total Period	316	Total Period	82
Responses YTD	1105	Activities YTD	119

2. Community Services

Prevention Activities

In October, the Department held its Annual Open House that was part of the National Fire Prevention Week. This event was well attended by our members and the citizens of the Township. The Open House event displayed Fire Department Tools, Apparatus and Technical Rescue Setups. In addition, the event also provided a bouncy castle from Parks and Recreation, and the Lions Club distributed an assortment of snacks and beverages provided by the Fire Department.

In November, the Fire Department held its Annual Fire Chief for a Day contest. This year's winner was Aleks. The Fire Chief for a Day event starts with a pickup from their home and ride to their school in a Fire Truck. Fire Department staff then picks up the student from school at lunch and takes them to a local restaurant for lunch followed by a private tour of the Fire Station.

In addition to the Fire Chief for a day contest, all Elementary Schools' students are invited to create a Fire Safety Home Escape Plan. The completion of these plans enters them into a Provincial Draw for a new iPad.

In December, the Department entered the Townships Celebration of Lights Event. In preparation for the event the membership increased the lighting display on Engine 12 in hopes of becoming the lucky winner. We look forward to the 2019 event.

The following table below outlines the Company Level Inspection activities during 2018.

2018 Company Inspections			
Platoon	Total Premises	Inspections Completed	Inspections Ongoing
A	131	131	0
B	145	145	0
C	140	140	0
D	132	129	3

3. Department Services

In October, staff from the Department attended a workshop based on online E Learning. This style of learning has become more accepted in the fire service for cognitive learning as an alternative to traditional classroom learning. This approach does not replace hands-on psychomotor skills that are practiced weekly. In 2019, the Department will be phasing in this type of learning as part of our quarterly training objectives.

In November, the Department hosted an internal Roco Rope Rescue 1 class. This class was a first for some newer members and a refresher with certification for other senior members. Members of the Department practiced skills that included: building anchor points, mechanical

advantages, patient packaging and lowering systems. It is anticipated that the Department will continue skill development into 2019 with a focus on Confined Space Rescue and Entry. The Department continued its training in November with the assistance of Gary Charlton. This advanced training was focused on advanced ventilation techniques and tactics for fire suppression along with the importance of controlling ventilation in high rise fires.

In December, the Department observed an Active Shooter exercise. This type of unfortunate event is becoming a reality for several cities in North America. The Department will further explore this type of response as we move into 2019 while ensuring the safety of our members and providing emergency medical assistance.

4. Administrative Services

In September, the Department completed the Fire Dispatch transition by “Going Live” with our new Fire Dispatch Provider. Our first emergency call from Surrey Fire Dispatch was received with excitement on September 18th. The transition also included four other municipal Fire Departments (Colwood, North Saanich, Sidney and View Royal). Since the day of transition, Surrey Fire has provided excellent customer service.

In October, the Department met with members of IAFF Local 4264 and began collective bargaining for a new Collective Agreement that expired December 31, 2016. Also in October the Department was invited to participate in the Provincial led Wildfire Structural debrief. This debrief was an opportunity to share what worked well and areas of future improvements.

On October 18th the Department participated in the Provincial and Township Shakeout Drill. This was an opportunity to remind members of the importance of being prepared for the potential impact of earthquakes within our region.

In November, the Department continued its preparation for its role in Emergency Management by participating in a Township wide exercise. This type of exercise prepares all departments to co-ordinate their responses within the Township while highlighting the importance of improving communication.

In December, the Department initiated the Office of the Fire Commissioner’s “Fire Department Audit” checklist. This checklist combines several industry areas such as: regulatory requirements, best practices and requirements for effective record keeping. Members of D Platoon took the lead on the project with support from the Office of the Fire Commissioner and Chief Officers.

It is expected that this audit may identify several areas of improvement or focus for the Department as we move into 2019.

II. COMMITTEES

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

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