



**CORPORATION OF THE
TOWNSHIP OF ESQUIMALT**
Agenda - Final
Committee of the Whole

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

Monday, December 9, 2019

7:00 PM

Esquimalt Council Chambers

1. CALL TO ORDER

2. LATE ITEMS

3. APPROVAL OF THE AGENDA

4. MINUTES

- 1) [19-549](#) Minutes of the Regular Committee of the Whole Meeting held October 22, 2019

Attachments: [Minutes of the Regular COTW, October 22, 2019](#)

5. PRESENTATION

- 1) [19-562](#) Victoria Police Department Third Quarter Report - Framework Agreement, Chief Del Manak

Attachments: [VicPD 2019 Q3 Report to Esquimalt](#)

6. PUBLIC INPUT ON ANY ITEMS LISTED ON THE AGENDA

Address Council on any item included on this Agenda, including Staff Reports and Communications (excluding items which are or have been the subject of a Public Hearing). Limit 2 minutes per speaker.

7. STAFF REPORTS

Community Safety Services

- 1) [19-533](#) Deer Management Update - Staff Report No. CSS-19-014

Recommendation:

That the Committee of the Whole receives Staff Report No. CSS-19-014 for information, provide any additional direction to staff as the COTW considers advisable, and direct staff to prepare a report for Council's consideration.

Finance

- 2) [19-508](#) Local Grants Policy, Staff Report FIN-19-020

Recommendation:

That the COTW receive Staff Report No. FIN-19-020 for information, provide any additional direction to staff as the COTW considers advisable, and direct staff to prepare a report for Council's consideration.

Attachments: [Attachment No. 1: ADMIN-32 \(Local Grants\)](#)
[Attachment No. 2: ADMIN-29 Local Grants \(Esquimalt High School\)](#)
[Attachement No. 3: ADMIN-52 Local Grants \(L'Ecole Victor Brodeur\)](#)

- 3) [19-522](#) Property Taxation Policy, Staff Report No. FIN-19-021

Recommendation:

That the COTW receive Staff Report No. FIN-19-021 for information, provide any additional direction to staff as the COTW considers advisable, and direct staff to prepare an updated Revenue, Tax, Budget and Financial Sustainability Policies & Objectives document for Council's consideration.

Engineering and Public Works

- 4) [19-558](#) Review of Lampson Street Cross-Section to Accommodate Bike Lanes, Staff Report No. EPW-19-037

Recommendation:

That the COTW receive Staff Report EPW-19-037 for information and direct staff to include any cycling infrastructure options in the 2020 - 2025 Financial Plan budget discussions, as required.

Attachments: [Attachment 1: Cross-Section](#)

- 5) [19-561](#) Potential Road Cross-Section Modification for Esquimalt Road, Staff Report No. EPW-19-038

Recommendation:

That the COTW receive Staff Report EPW-19-038 for information and direct staff to include any cross-section options in the 2020 - 2025 Financial Plan budget discussions as required.

Attachments: [Attachment 1: Road cross-section](#)

8. PUBLIC COMMENT PERIOD

Address Council on any topic that impacts Esquimalt (excluding items which are or have been the subject of a Public Hearing). Limit 2 minutes per speaker.

9. ADJOURNMENT



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

Minutes - Draft

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

Committee of the Whole

Tuesday, October 22, 2019

7:00 PM

Esquimalt Council Chambers

Present 7 - Mayor Barbara Desjardins
 Councillor Ken Armour
 Councillor Meagan Brame
 Councillor Jacob Helliwell
 Councillor Lynda Hundleby
 Councillor Tim Morrison
 Councillor Jane Vermeulen

Staff: Laurie Hurst, Chief Administrative Officer
 Jeff Miller, Director of Engineering & Public Works
 Bill Brown, Director of Development Services
 Scott Hartman, Director of Parks and Recreation
 Rick Daykin, Manager of Parks and Facilities
 Rachel Dumas, Manager of Corporate Services
 Tricia deMacedo, Planner
 Alex Tang, Planner
 Alicia Ferguson, Recording Secretary

1. **CALL TO ORDER**

Mayor Desjardins called the Regular Committee of the Whole meeting to order at 7:00 PM.

Mayor Desjardins acknowledged with respect that we are within the Traditional Territories of the Esquimalt and Songhees First Nations.

2. **LATE ITEMS**

There were no late items.

3. **APPROVAL OF THE AGENDA**

Moved by Councillor Brame, seconded by Councillor Morrison: That the agenda be approved as circulated. Carried Unanimously.

4. **MINUTES**

- 1) [19-439](#) Minutes of the Special Committee of the Whole Meeting, September 16, 2019
- 2) [19-438](#) Minutes of the Regular Committee of the Whole Meeting, September 16, 2019

Moved by Councillor Hundleby, seconded by Councillor Vermeulen: That the Minutes of the Special Committee of the Whole Meeting, September

16, 2019 and the Minutes of the Regular Committee of the Whole Meeting, September 16, 2019, be adopted. Carried Unanimously.

5. PUBLIC INPUT ON ANY ITEMS LISTED ON THE AGENDA

Address Council on any item included on this Agenda, including Staff Reports and Communications (excluding items which are or have been the subject of a Public Hearing). Limit 2 minutes per speaker.

Francois Brassard, *resident*, in support of climate action planning initiatives and, on behalf of the Esquimalt Climate Organizers (ECO), encouraged collaboration with the Township.

Marjorie Sandercock, *resident*, in support of climate action planning initiatives and encouraged Council to support options to expedite the implementation of these initiatives.

Francis Litman, *resident*, in support of climate action planning initiatives and offered to work collaboratively with the Township to expedite the implementation of these initiatives.

Patrick Slobodian, *resident*, in support of climate action planning initiatives and provided details referencing BC Medical Journal articles.

Sandy Slobodian, *resident*, in support of climate action planning initiatives.

Tim Marks, *President, Victoria Canoe and Kayak Club*, in support of using McLoughlin Amenity Funds for a dock on the Gorge Waterway for kayak/canoe access.

John Rogers, *Victoria Waterways Loop Representative*, in support of using McLoughlin Amenity Funds for a dock on the Gorge Waterway for kayak/canoe access.

Alan Campbell, *non resident*, in support of using McLoughlin Amenity Funds for a dock on the Gorge Waterway for kayak/canoe access.

Morley Eldridge, *non resident*, in support of using McLoughlin Amenity Funds for a dock on the Gorge Waterway for kayak/canoe access.

Marjorie Sandercock, *resident*, in support of using McLoughlin Amenity Funds for a dock on the Gorge Waterway for kayak/canoe access.

Patrick Slobodian, *resident*, encouraged Council to support options to expedite the implementation of climate action planning initiatives.

6. STAFF REPORTS

Parks and Recreation

- 1) [19-482](#) McLoughlin Amenity Funds: Waterfront Parks - Public Engagement Results, Staff Report No. P&R-19-010

Stefan Schulson and Michaelangelo Pico, Stantec Architecture Ltd., presented a PowerPoint Presentation and provided an overview of the public engagement results and responded to questions from Council.

Director of Parks and Recreation Services responded to questions from Council regarding the following five Options:

1. Does Council wish to proceed with a proposed facility at Esquimalt

- Gorge Park and if so which is the preferred design?
2. Does Council wish to proceed with a proposed fenced dog park at Esquimalt Gorge Park and if so which is the preferred design?
 3. Does Council wish to proceed with a proposed boardwalk at Saxe Point Park?
 4. What alternative projects does Council wish to move forward with utilizing the Waterfront Park allocation?
 5. Does Council wish to transfer funds from the Waterfront Parks to either Downtown Recreation Facilities or Public Safety Building allocation at time?

COTW comments for Esquimalt Gorge Park included:

- * Incorporating aspects of both building proposals to achieve the concept of Option 1 with the outdoor greenspace design of Option 2.
- * Options to minimize impact to greenspace.
- * Options to mitigate parking concerns.
- * Landscaping options to blend the building and soften the parking area.
- * Preference for the three-zone dog park proposal.
- * Ensuring green building features.

COTW comments for Saxe Point Park included:

- * Concerns of a boardwalk detracting from the natural ruggedness of the trail.
- * Increasing accessibility and safety for the enjoyment of all users.

COTW comments included:

- * Determining costs before finalizing options; consideration of budgetary restrictions and prioritizing options.
- * Support for installing a dock in Esquimalt Gorge Park to support future uses.

The CAO recommended that Council consider Options 4 and 5 at a future meeting once cost estimates have been provided for Options 1-3.

The meeting recessed at 8:21 PM and reconvened at 8:25 PM with all members of Council present.

Development Services

2) [19-291](#) Climate Action Planning Project, Staff Report DEV-19-055

Planner provided an overview of the project, presented a PowerPoint Presentation and responded to questions from Council.

COTW comments included options for 2020 deliverables based on public consultation, best practices of other municipalities and utilizing the expertise of community members to assist in developing and expediting climate action initiatives.

Moved by Councillor Morrison, seconded by Councillor Armour:

1. That the Committee Of The Whole receive Staff Report No. DEV-19-055 and the Climate Action Progress Report (Appendix A) for information, provide additional direction to staff as the COTW considers

advisable, and direct staff to prepare a request for proposals (RFP) for the Climate Action Planning Project as outlined in the Terms of Reference (Appendix B);

2. That the COTW recommend that Council endorse the proposed target to reduce corporate emissions by 45% from 2010 levels by 2030 as recommended by the IPCC in order to immediately achieve Milestone 2 of the Partners for Climate Protection five milestone framework; and

3. That the COTW recommend that Council commit to Esquimalt becoming a 100% renewable energy community by 2050. Carried Unanimously.

3) [19-463](#) Housing Inventory, Staff Report DEV-19-093

Planner provided an overview of the project, presented a PowerPoint Presentation and responded to questions from Council.

COTW comments included options to further breakdown the housing inventory in terms of rental, purchase and affordability for clear delineation of stock, the dominance of single-family dwellings without suites in the community, and the relationship between the age of houses and cost.

Engineering & Public Works

4) [19-476](#) Township Guide to Boulevard Modifications, Staff Report EPW-19-033

Councillor Brame declared a conflict of interest due to fiduciary reasons and left the meeting at 9:11 PM.

Director of Engineering and Public Works provided an overview of the project and responded to questions from Council.

COTW comments included various options for boulevard modification and availability of staff resources to monitor.

Moved by Councillor Morrison, seconded by Councillor Vermeulen: That the Committee of the Whole (COTW) receive Staff Report EPW-19-033 for information direct staff to prepare a report for the implementation of Option 2 for Council's consideration. Carried Unanimously.

In Favour: 6 - Mayor Desjardins, Councillor Armour, Councillor Helliwell, Councillor Hundleby, Councillor Morrison, and Councillor Vermeulen

Absent: 1 - Councillor Brame

Councillor Brame returned to the meeting at 9:25 PM.

7. PUBLIC COMMENT PERIOD

Address Council on any topic that impacts Esquimalt (excluding items which are or have been the subject of a Public Hearing). Limit 2 minutes per speaker.

Francis Litman, *resident*, expressed concerns regarding the loss of trees in the

community, support for incorporating green building features with the proposed building for Esquimalt Gorge Park and limiting the building's impact on the park. Francois Brassard, *resident*, expressed concerns regarding the impact that other levels of government have on the environment with a desire to influence change.

8. ADJOURNMENT

Moved by Councillor Brame, seconded by Councillor Hundleby: That the Regular Committee of the Whole meeting be adjourned at 9:33 PM. Carried Unanimously.

MAYOR BARBARA DESJARDINS
THIS DAY OF _____, 2019

RACHEL DUMAS, CORPORATE OFFICER
CERTIFIED CORRECT



**VICTORIA
POLICE**

FRAMEWORK AGREEMENT QUARTER THREE REPORT ESQUIMALT

December 9, 2019

Chief Constable's Message

It is my pleasure to present the 3rd Quarterly Report for 2019. In this quarter, the officers and staff of VicPD responded to a number of complex incidents and investigations. While we have highlighted a few here, I want to point out that these represent a fraction of the work performed by our people everyday, all in pursuit of serving the residents and visitors to our great communities.

Also this quarter, we are highlighting the work of the Greater Victoria Police Emergency Response Team. The GVERT is an integrated policing unit comprised of officers from each of the local municipal police agencies. Almost all of these dedicated officers perform these critical functions as secondary responsibilities to their normal work assignments. I would like to thank each of them for their hard work and dedication to public safety in the region.

Finally, I must once again make a point to thank our leadership team, officers and staff for their tireless efforts. I constantly hear of the remarkable work they are doing while working under tremendous workload pressures. I hope that we can find ways to ensure their long-term health so they may continue to serve our communities, and we can benefit from their experience for years to come.



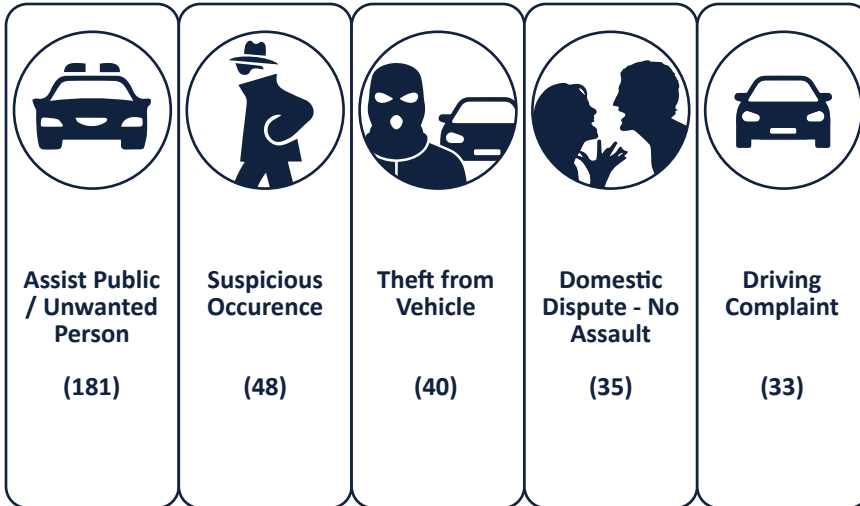
Del Manak
Chief Constable



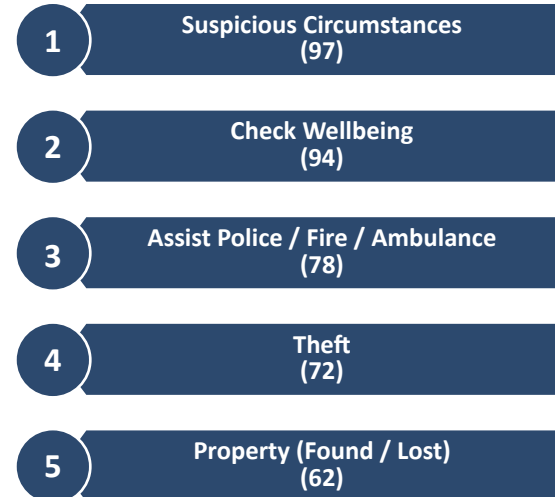
Q3

IN REVIEW

TOP 5 REPORTED OCCURRENCES IN THE TOWNSHIP OF ESQUIMALT



TOP 5 CALL TYPES - CALLS FOR SERVICE (TOWNSHIP OF ESQUIMALT)



DISPATCHED CALLS FOR SERVICE IN THE TOWNSHIP OF ESQUIMALT

	Priority 1	Priority 2	Priority 3	Priority 4
2019	109	266	412	154
2018	128	257	451	154
Response Benchmark Met?	No	No	No	No

NUMBER OF CROSS-OVERS OUTSIDE JURISDICTION

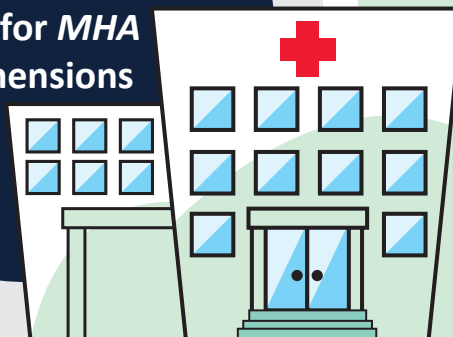
108
Victoria to Esquimalt

237
Esquimalt to Victoria

366
Media Requests

1,743
Volunteer Hours Logged

387
Hours Spent in Hospital Wait Rooms for MHA Apprehensions



HIGHLIGHTS: INVESTIGATIVE SERVICES DIVISION



CHILD ABDUCTION

In July, Patrol members responded to a report of a potential parental abduction. Attending officers learned that the child's father had taken his four-year-old daughter, Samantha, to Vancouver and not returned. Major Crime Unit (MCU) investigators began a comprehensive investigation and determined that the father traveled to Jakarta, Indonesia, abducting Samantha contrary to the Court Order.

As a result of the investigation by MCU, Crown Counsel approved criminal charges against the father for Abduction and Disobeying a Court Order. The father was arrested when he returned to Canada and the mother was able to fly to Indonesia and bring Samantha home safely. Funds for the mother's trip were raised entirely via personal donations from members of the Victoria Police Union.



SUSPECTED DRUG DEALER

In July, Patrol officers began an investigation into an Esquimalt man after community complaints about suspected drug dealing. Officers completed a detailed investigation and in August, they were granted a search warrant for the man's residence.

Officers with the Strike Force Unit and the Greater Victoria Emergency Response Team (GVERT) assisted with the search of the residence and arrested the man without incident. He was found to have a hand gun, ammunition, knives, and other evidence on his possession. Officers then conducted a search at the residence where a woman was arrested. The search of that residence revealed suspected drugs, cash, a loaded shotgun, several replica firearms, and other weapons.



GANG ACTIVITY

The VicPD Analysis and Intelligence Section identified persons involved in a Lower Mainland gang selling drugs in Victoria and Esquimalt. The potential for violence amongst this group was very high; therefore, Strike Force immediately initiated an investigation into their activities in the Greater Victoria and Esquimalt area.

During the six-week intensive investigation, active drug deals were observed to become more organized over time. As a result, several arrests were made, drugs and firearms were seized, and search warrants were executed in the Victoria and Esquimalt areas, as well as in neighboring jurisdictions on Vancouver Island.

The investigation continues and charges will be forwarded to Crown Counsel at the completion of the investigation.

EMERGING TRENDS / CONCERNS



The national and cyber nature of fraud continues to pose investigative challenges with local victims often being targeted by organized crime groups across Canada. For example, in September police were called for a Fraud In Progress at a local bank. The suspect had identification in the name of the existing account holder and was attempting to withdraw over \$50,000 from the account. An interview with the suspect determined that she was being used as part of a larger and more organized scheme where she was being provided bank client information by handlers and being driven from Calgary to Victoria, committing frauds along the way. This group originates in Calgary and has sophisticated identification and insider banking system information. Although two main suspects were located and arrested, obtaining evidence against them to support charges remains a challenge. The file remains under investigation.

SPOTLIGHT ON:

GREATER VICTORIA EMERGENCY RESPONSE TEAM (GVERT)

MANDATE

To provide the best and safest possible police response in both planned and in-progress situations where an increased potential for violence exists, arising out of a confrontation between police and a subject. The use of members trained, equipped, and organized for this purpose provides a greater margin of safety for the public, police members, and subjects alike.



The Armoured Rescue Vehicle (ARV), pictured above, is a transport mechanism that is used as an additional layer of protection to officers and the community in response to some types of critical incidents or a natural disaster. It facilitates a variety of support functions. For example, it is often used by Crisis Negotiators to facilitate communication from a position of safety.



STAKEHOLDERS



COMPONENTS

Critical Incident Commanders



Senior officers with extensive experience in critical incident management and major crime investigations.

Scribes



Specially trained individuals that capture and organize information and provide documentation on Critical Incident Commander decisions.

Crisis Negotiators



Experts trained at a national level in crisis intervention and de-escalation; in the area of threat-assessment, mental health, and addiction.

Tactical Unit



A unit composed of highly trained officers equipped to safely resolve situations that exceed the capabilities of front-line police. The Tactical Unit provides explosives detection and disposal services for regional operations and major public events.

Mental Health Professionals



Three psychiatrists and an addictions social worker advise Crisis Negotiators by providing advice that is specific to the crisis at hand.

Cultural Advisors



Includes any person in the community that can provide insight and communication strategies to the Crisis Negotiators.

60

Operations to date in 2019



50%

High-risk arrests for firearms and drugs



35%

High-risk Mental Health Act apprehensions



15%

Public event security, explosives disposal / suspicious package

HIGHLIGHTS: ESQUIMALT DIVISION



INDIGENOUS ENGAGEMENT

In July, 10 public service members, including social workers, VicPD sworn and civilian members, and RCMP members joined Indigenous youth in a powerful 10 day canoe journey. The aim of this annual event is to "pull together" towards reconciliation by fostering mutual respect. There were 20 canoes and 300 participants that traveled to the Tla'amin Nation outside of Powell River. The journey, facilitated by the Pulling Together Canoe Society, began in 2001 and has visited over 100 First Nations since its inception.

In August, VicPD constables conducted the second annual joint initiative to help train youth from the Esquimalt and Songhees Nations in marine and cold water safety. The training took place at Esquimalt Nations and consisted of classroom theory and practical exercises utilizing the South Island RCMP rigid hull inflatable boat and exercises in the Esquimalt harbour.

SUMMER ACTION PLAN

Campers and squatters in select areas were identified as a concern during the second quarter. These areas were patrolled as part of the Summer Action Plan which is facilitated by the Community Resource Officers (CROs) and some Patrol members. Despite being short staffed, Patrol was still able to deploy a Summer Action Plan team on most weekends during the summer. This is a reflection of the dedication shown by the Patrol Division. The Summer Action Plan was very popular with the community, generating several positive comments. In general, enforcement was down as the level of issues experienced in the past were not present. Joint effort between the Esquimalt Division members, Patrol, and Traffic also worked to keep youth congregation in select areas to a minimum. Patrols through parks and high problem areas also prevented issues from arising. In quarter four, CROs and some Patrol members will continue to ride bicycles, allowing them to be more accessible to the public.

OPERATIONAL PLANNING

The Operational Planning Section (OPS) reports to the Officer in Charge (OIC) of Esquimalt and consists of one Sergeant and one civilian member. This section organizes police resources for special events in Esquimalt and Victoria such as parades, races, festivals, and protests. In quarter three, OPS organized police resources for the Ribfest at Bullen Park as well as the MARPAC Navy Bike Ride which took place around the local streets of Esquimalt. VicPD officers worked a total of 673 special duty shifts totaling 3779 hours throughout Esquimalt and Victoria. This includes 12 shifts in Esquimalt, totaling 75 hours.

Over the last three years, VicPD has seen a significant rise in protests and demonstrations. In 2017, there was a total of 14 protests, doubling to 28 in 2018. To date, we have seen 34 protests.

EMERGING TRENDS / CONCERNS



Esquimalt Together Against Graffiti (ETAG) is a program that previously ran in Esquimalt to combat the graffiti problem that existed in the Township. This joint venture between the Township, VicPD, and a group of volunteers became the victim of its own success when graffiti had all but disappeared from the Township. However, in the past couple of years graffiti has again become an issue. As a result, ETAG will be resurrected by the end of the year and coordinated by Parks with support from Public Works, VicPD, and a group of volunteers.

HIGHLIGHTS: STRATEGIC OPERATIONS COUNCIL



INTELLIGENCE GROUP

Theft from Auto calls remained a high priority throughout this quarter due to significantly higher rates per month when compared to the three-year average. In Victoria and Esquimalt, there was a total of 171 Theft from Auto calls in June/July, 164 in July/Aug, and 189 in August/September. This call type has been steadily increasing since August 2018 and remained a major concern for the duration of the summer.

Esquimalt Division's K9 Unit showed leadership by taking charge of the Bait Car program. Traditionally, this program has been used to catch individuals who steal vehicles. The K9 Unit adapted the program to strategically place bait cars in specific areas in Victoria and Esquimalt which were identified by crime analysts as areas with the highest vehicle thefts. Since initiation of the program in July, there have been 10 bait car activations in Victoria with two resulting in charges. There were no bait car activations in Esquimalt.

The Community Engagement Division created an awareness video on how to prevent theft of valuables from a vehicle. The video was posted to VicPD social media sites including Twitter, Facebook, and Instagram. Volunteers also assisted by checking over 15,695 vehicles through the Lock Out Auto Crime program.

MENTAL HEALTH / SOCIAL DISORDER GROUP

Percentage of submitted General Occurrence Reports that indicated that mental health was a factor in the incident:

- Victoria: 18.13%
- Esquimalt: 20.84%

Total Section 28 Apprehensions: 191

- Victoria: 160
- Esquimalt: 31

Total hospital visits (all MHA apprehensions): 261

Total hospital wait time: 387 hours and 43 minutes

(Average: 88 minutes; Longest: 5 hours and 30 minutes)

Percent of hospital waits longer than 2 hours: 28.6%

Number of violent occurrences involving persons with a mental health issue: 123

Number of persons who appeared on the Early Warning System (EWS) list: 1646

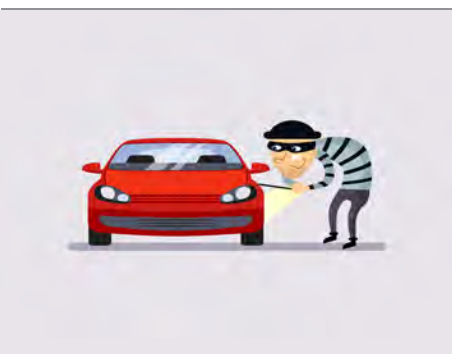
Number of persons who were identified as being in the greatest need of intervention / assistance: 45

Services accessed to support those identified with the EWS:

Integrated Mobile Crisis Response Team (IMCRT), Island Health, shelter housing (e.g. Arbutus, Rock Bay Landing, Our Place, etc.), 713 Outreach, Assertive Community Treatment (ACT) teams), hospital security

Major Issues: Individuals leaving the hospital after being certified by an emergency room physician; increase in the number of individuals who are released with borderline personality disorders because the hospital cannot help them.

EMERGING TRENDS / CONCERNS



To continue responding to the high rates of Theft from Auto calls in Esquimalt, the Patrol Division has been assigned to increase police presence via foot patrols in specific areas in order to deter and prevent theft from vehicle incidents. The Bait Car program will also continue into quarter four. To further enhance prevention efforts in Esquimalt, Lock Out Auto Crime volunteers will be assisted by Reserve Constables to promote locking up vehicles, removing valuables, and reporting to residents of the community when a vehicle break-in is experienced.

HIGHLIGHTS: COMMUNITY ENGAGEMENT DIVISION

366
MEDIA
REQUESTS

61
MEDIA
RELEASES

157
ACTIVE
BLOCK
WATCH
GROUPS

1743
VOLUNTEER
HOURS
LOGGED



PUBLIC AFFAIRS

During this quarter, the Public Affairs team continued to support public safety at various events and protests. Efforts were continued to curb the increase in theft from vehicles in Victoria and Esquimalt via the release of a public safety video on all social media platforms of which there have been over 14,000 views to date. Public Affairs continued to support the Patrol division through media releases to aid in the location of missing people and supported the Traffic Division in their Back to School campaign.

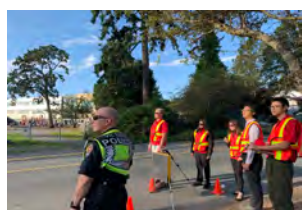
Public Affairs also continued to release information on various search warrants conducted, including the seizure of drugs, cash, and a loaded shotgun from an alleged drug dealer operating in the area of Victor Brodeur School.

BLOCK WATCH

Block Watch continues to increase its presence in the communities of Victoria and Esquimalt. New Captains and participants are continually added to the program and our Reserve Constables make regular presentations to Block Watch groups. Working in partnership with the City of Victoria and Township of Esquimalt, the VicPD Block Watch sign revitalization process is now 63% complete. In the coming months, we will be reaching out to the public for assistance to ensure that any additional old and weathered signs are refreshed with the new high profile signs.

VOLUNTEER SERVICES

Our Crime Watch team carried out 55 speed watch deployments, 12 cell watch deployments, and checked over 15,695 vehicles under the Lock Out Auto Crime program. Our teams worked in tandem with officers to deliver our most successful Back to School campaign yet, attending almost every school in the jurisdictions of Victoria and Esquimalt. Our Community Events Team attended Vic West Fest, India Mela, Harbour Cats games in support of Tour de Rock, and assisted to recruit new volunteers at Camosun College, Royal Roads University, the University of Victoria, and Vancouver Island University. The Front Desk team continued with their high service standards and seamlessly adapted to the integration of new procedures for the daily operations of the Front Counter.

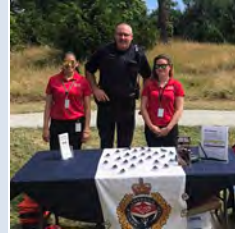


HIGHLIGHTS: KEY MEETINGS AND COMMUNITY EVENTS



Maritime
Forces Pacific
Community
Garden Party

Vic West
Festival



Music in the
Park



Esquimalt Book
Festival



VicPD
Reserve
Graduation

Pulling Together
Canoe Journey



Esquimalt Arts
Festival in
Memorial Park



Swearing-In
Ceremony

Ribfest



Rockheights
Back to School
Assembly



UPDATE: FINANCIAL SERVICES DIVISION



At the end of the third quarter, the net financial position was 0.3% below the approved budget. Salaries and benefits were below due to a higher than normal employee turnover and time lags in securing replacements. As a result, overtime costs to maintain shift minimums are higher than budgeted. Overall wage costs including overtime were still below budget and are expected to remain so until early 2020. Other line items are generally within budget, with the exception of contractually obligated retirement payouts. Retirements are over budget by \$364,544 and are expected to exceed the budget by the end of the year by approximately \$500,000. We expect, with the exception of retirements and barring unforeseen events, the net financial position to remain in line with the budget. Capital expenditures are slightly below budget at this time and we expect to be below budget at the end of the year. Adjustments were made to the prioritization of fleet replacements that have reduced expected expenditures by approximately \$200,000. Additionally, a building capital project originally planned for 2019 will not be complete until 2020.

APPENDIX

Number of Dispatched Calls in Each Municipality*

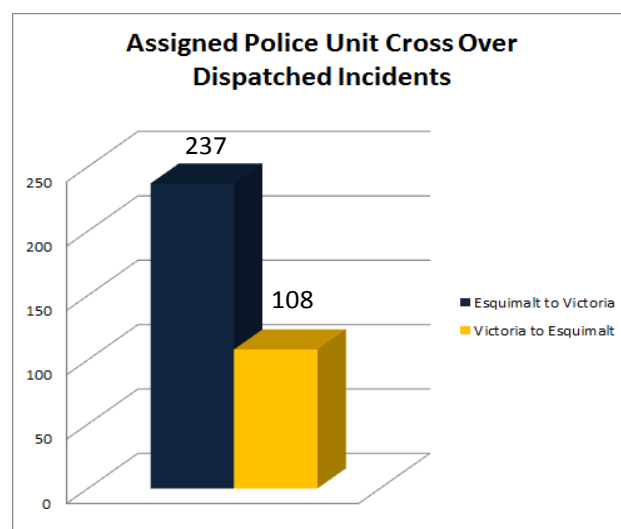
Dispatched Calls for Service by Municipality												
	Priority 1		Priority 2		Priority 3		Priority 4		Other		Grand Total	
	Q3 2018	Q3 2019	Q3 2018	Q3 2019	Q3 2018	Q3 2019	Q3 2018	Q3 2019	Q3 2018	Q3 2019	Q3 2018	Q3 2019
Victoria	764	898	2409	2514	5287	4706	1663	1829	2	3	10,125	9950
Esquimalt	128	109	257	266	451	412	154	154	0	0	990	941
Outside	7	8	10	7	11	14	3	3	0	0	31	32
Grand Total	899	1015	2676	2787	5749	5132	1820	1986	2	3	11,146	10,923
Note* All calls dispatched to Esquimalt do not include calls to Vic West												

Note that statistics for previous periods may not match existing published reports because those figures can change over time. The data presented in this report is taken from the Police Records Information Management Environment (PRIME). This data is based on the day that it is extracted from PRIME, but due to ongoing investigations and internal quality control efforts, this information is subject to change including addition, deletion, and reclassification.

Assigned Police Unit Cross-Overs outside Jurisdiction

The chart to the right details the number of incidents where police units were required to cross between dedicated municipal division jurisdictional boundaries to provide assistance in relation to a call for service.

NOTE: These figures reflect Vic West as being part of the Esquimalt Division jurisdiction. Therefore, these figures show the number of bridge cross-overs in both directions.



Response Times to Calls against New Benchmarks

Priority	Definition	Response Benchmark*	Victoria	Esquimalt
Priority 1	Requires urgent attention, life-threatening	Officer(s) on scene in 7 minutes or less, 95% of the time	No	No
Priority 2	Requires immediate attention, serious, may not be life-threatening	Officer(s) on scene in 12 minutes or less, 90% of the time	No	No
Priority 3	Routine attention, no current threat to life or property	Officer(s) on scene in 40 minutes or less, 90% of the time	No	No
Priority 4	Event must be documented, may or may not require police attendance	Officer(s) on scene in 90 minutes or less, 90% of the time	Yes	No

*Response times are calculated using "time received" to "time on scene" using standard police data analyst quality control methodology. Benchmarks were established using four metrics: response standards established by other police agencies where available, five-year call response data, 2017 Community Survey responses regarding

community response expectations, and overall assessment of reasonableness by the VicPD Senior Management Team. These benchmarks are subject to revision following a trial period of at least six months.

Top 5 Call Types - Calls for Service

Esquimalt				
Top 5 Call Types	Q3 2019	Rank	Q3 2018	Rank
SUSPICIOUS CIRCUMSTANCES	97	1	34	13
CHECK WELLBEING	94	2	100	2
ASSIST FIRE/FIRE/AMBULANCE	78	3	76	3
THEFT	72	4	70	4
PROPERTY (FOUND/LOST)	62	5	49	8
Grand Total (All call types)	1,165		1,352	
Victoria				
Top 5 Call Types	Q3 2019	Rank	Q3 2018	Rank
UNWANTED PERSON	1282	1	1436	2
THEFT	1183	2	906	4
CHECK WELLBEING	1162	3	1164	3
SUSPICIOUS CIRCUMSTANCES	964	4	339	11
PROPERTY (FOUND/LOST)	736	5	731	5
Grand Total (All call types)	13,249		14,846	

Top 5 Reported Occurrences for Each Municipality

Esquimalt				
	Q3 2019	Rank	Q3 2018	Rank
ASSIST PUBLIC / UNWANTED PERSON	181	1	185	1
SUSPICIOUS CIRCUMSTANCES	48	2	85	2
THEFT FROM MOTOR VEHICLE	40	3	46	4
DOMESTIC DISPUTE - NO ASSAULT	35	4	47	3
DRIVING COMPLAINT	33	5	33	7
Grand Total (All occurrence types)	866		987	
Victoria				
	Q3 2019	Rank	Q3 2018	Rank
ASSIST PUBLIC / UNWANTED PERSON	1842	1	1993	1
SUSPICIOUS CIRCUMSTANCES	584	2	603	2
THEFT FROM VEHICLE	558	3	400	3
THEFT - OTHER UNDER \$5000	414	4	314	5
MISCHIEF - \$5000 OR UNDER	336	5	272	8
Grand Total (All occurrence types)	9,209		9,566	



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

Staff Report

File #:19-533

REQUEST FOR DIRECTION

DATE: December 2nd, 2019

Report No. CSS-19-014

TO: Laurie Hurst, Chief Administrative Officer

FROM: Blair McDonald, Director of Community Safety Services

SUBJECT:

Deer Management Update

ESSENTIAL QUESTION:

Does Council wish to take further action relating to Deer Management prior to reviewing the results of the current immuno-contraception study being conducted in Oak Bay?

RECOMMENDATION:

That the Committee of the Whole receives Staff Report No. CSS-19-014 for information, provide any additional direction to staff as the COTW considers advisable, and direct staff to prepare a report for Council's consideration.

BACKGROUND:

In 2016 Esquimalt embarked on the first phases of a deer management strategy. As part of its Deer Management Strategy, the Township completed a community survey in October of 2016 to better understand resident's attitudes in relation to urban deer. Additionally, the Township is in the midst of its third in a series of annual "deer count" as well as conducting an ongoing Public Awareness campaign.

In March of 2019, Council passed a Notice of Motion containing the following three resolutions:

1. That the Township seek BC government approval to develop and implement, working with the UWSS and drawing upon the Oak Bay approach, an immuno-contraception strategy to manage and gradually reduce the deer population in Esquimalt.
2. That the Township seek DND agreement to design and implement an immuno-contraception strategy that would complement and align with the Township's approach.
3. That the Township advocate with the Capital Regional District for the development and

implementation of a region-wide (or sub-region-wide, e.g., Esquimalt, Victoria, View Royal, Saanich and Oak Bay) deer management strategy based on, in part, immuno-contraception.

ISSUES:

Staff consulted with the Urban Wildlife Stewardship Society (UWSS), which is primarily a volunteer organization, about the possibility of the UWSS leading a parallel immuno-contraception study in Esquimalt, coinciding with the current study being conducted in Oak Bay, or as a stand alone “Esquimalt only” study. The President of the UWSS advised that the organization is at capacity and would not be in a position, from a personnel aspect, to be able to develop, plan and seek Provincial approval for an immuno-contraception program within Esquimalt.

If Council wished to pursue a program of this nature, it would be necessary for staff to contract a biologist or similar professional to design and develop an immuno-contraception research plan and to apply to the Province for authority to enact the plan. The Township would also require that professional or another similarly qualified individual(s) to manage the program.

Staff also consulted the Department of National Defence (DND) regarding a joint immuno-contraception strategy. DND representatives agreed to present a report to DND Command Staff seeking direction on the matter. In early November, a representative from DND advised that DND management has decided that they will wait for the results of the Oak Bay study before considering any immuno-contraception program, and further that it is the DND’s preference that any steps towards controlling urban deer is done on a region-wide basis.

It is expected that in either January or February of 2020, UWSS will be presenting the results of the third deer count to further inform Council’s decisions.

ALTERNATIVES:

1. That the Committee of the Whole receives Staff Report No. CSS-19-014 for information, provide any additional direction to staff as the COTW considers advisable, and direct staff to prepare a report for Council’s consideration.
2. That the COTW request further information from staff.



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

Staff Report

File #:19-508

REQUEST FOR DIRECTION

DATE: November 6, 2019

Report No. FIN-19-020

TO: Laurie Hurst, Chief Administrative Officer

FROM: Ian Irvine, Director of Financial Services

SUBJECT:

Council Policy ADMIN-32 Local Grants

ESSENTIAL QUESTION:

What areas of improvement to the existing Local Grants Policy would the Committee like to see?

RECOMMENDATION:

That the COTW receive Staff Report No. FIN-19-020 for information, provide any additional direction to staff as the COTW considers advisable, and direct staff to prepare a report for Council's consideration.

BACKGROUND:

During its meeting on March 4, 2019, Council approved the recommendation that staff prepare a report for discussion at a future Committee of the Whole meeting. This was brought forward by Local Grant Committee members who acknowledged the challenges faced when evaluating applications and making funding allocation decisions based on the existing Council Policy ADMIN-32 Local Grants (Attachment No. 1).

Previously, during two separate meetings held in 2016, Council approved a number of revisions to the Local Grant Policy. These revisions included a significant shift in the timing of the process, changes to how the annual account balance was determined, as well as the creation of established event criteria which had impacts on other topics such as in-kind support and liability insurance coverage.

ISSUES:

Council Policy ADMIN-32 Local Grants states that the purpose of the program is to financially assist community groups and not-for-profit societies and organizations in achieving their objectives. As well, local grant funding is intended to provide support to societies, organizations and committees with the expectation that alternate sources of funding will be secured. While the current program

provides financial assistance to a number of applicants, further improvements may be possible through Council Policy revisions.

Local Grant Allocations

During its meeting on October 3, 2016, Council approved changes to the local grant funding levels and how these are determined each year. Currently, the amount to be included in the Financial Plan is calculated using a formula based on the Township's previous year tax revenue increase. Prior to this revision, the policy allowed for a minimal annual increase of 2% to be applied to the previous account balance in order to ensure that the amount available for local grants was increasing annually.

The annual allocations from the local grant account are made by Council based on recommendations from the Committee. These recommendations are formed based on the number of applications and the amount of support requested by the three distinct groups. These groups consist of: (1) established events, (2) organizations located in Esquimalt or serving Township residents, and (3) local high schools which are administered under two separate council policies (Attachment No. 2 and No. 3).

While most applicants seek financial funding, the option of in-kind support is only available to those organizations or committees involved with established events. Within the policy, the maximum level of in kind support for any event is to be \$10,000 and the actual costs are monitored by Township staff and are regularly reported. Regardless of whether financial or in kind support is granted, the existing policy states it should be the goal of each organization to reduce the amount of financial support requested from the Township in each subsequent fiscal year.

Grant Applications

Currently, all applicants are required to submit details regarding their program, project or event. These details are to include an outline of their goals and objectives, the anticipated benefit to the Township and the organization's financial information consisting of a projected budget and audited financial statements. The policy does not specifically request any information extending beyond the current year and no long range plans or projections are typically provided for review by staff or the Committee.

During the evaluation of applications and the determination of the funding allocations, Committee members have expressed concern that the policy does not provide sufficient guidance. The current wording within the Council Policy indicates that preference will be given to applications from Esquimalt based organizations or those that provide services to its residents. In the absence of specific evaluation criteria, the Committee deliberations and recommendations are potentially open to a level of subjectivity.

Reporting

All recipients of financial or in-kind support are required, as a condition of funding, to provide a report about how the funds were utilized. This report, in written or verbal form, is to include an evaluation of the event or program, an accounting of revenues and expenditures, and an evaluation of the community impact. While verbal presentations are provided directly to Council, each written

submission is reviewed by staff to ensure it meets the policy requirements. While all recipients comply, the existing Council Policy does not require any mention of long term objectives of the organization and how they are working towards a reduced reliance on Township support.

ALTERNATIVES:

1. That the COTW receive Staff Report No. FIN-19-020 for information, provide any additional direction to staff as the COTW considers advisable, and direct staff to prepare a report for Council's consideration.
2. That the COTW provide alternative direction to staff.
3. That the COTW request further information from staff.



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

COUNCIL POLICY

TITLE: Local Grants Policy

NO. ADMIN - 32

PURPOSE:

This grant program is designed to financially assist community groups and not-for-profit societies and organizations in achieving their objectives. Local grant funding is intended to provide support to societies, organizations and committees with the expectation is that alternate sources of funding will be secured.

PROCEDURES:

APPLICATION

- Application forms can be obtained from the Township's Financial Services Department or the Township website. Completed forms, together with all supporting documents may be delivered, mailed, emailed or faxed to the attention of the Director of Financial Services.
- All applications must be received prior to December 31 each year.
- Each application should include the following details regarding their project, program or event:
 - the nature, goals and objectives;
 - the names of those who will be involved and, if applicable, a list of the Board of Directors;
 - a projected statement of revenue and expenses;
 - any additional support provided by the Township, such as a permissive tax exemption, community events funding or in kind contributions
 - a statement indicating the anticipated impact on the Township of Esquimalt; and
 - the prior year's financial statements for the organization.
- Organizations holding events are encouraged to provide details regarding Green initiatives which will form part of their event planning and execution. For additional information and guidance, please refer to the Township's Green Event Planning Guide located at www.esquimalt.ca/greenevents.
- No retroactive funding applications will be considered.
- Organizations that receive a partial grant or are denied funding will be unable to make a second request within the same calendar year.

EFFECTIVE DATE:
October 3, 2016

APPROVED BY:
Council

REF:
Staff Report
FIN-16-014

AMENDS NO.
February 22, 2016

PAGE 1 OF 4

ESTABLISHED EVENTS***Criteria***

The designation as an Established Event will be made by Council if:

- The organization is holding a community event (programs and projects do not qualify)
- The event has been held within the Township during the last two consecutive calendar years; and
- The organization has submitted all annual reporting requirements under this Policy.

Once designated, there would no longer be a requirement for event organizers to appear before the Local Grant Committee to speak to their application. Instead, organizers would only be required to submit all event details, budget and financial information and the amount of financial and in kind support requested. Although established events can make annual requests, Council has the final decision regarding the actual level of financial and in kind support granted to each established event.

In Kind Support

- In kind support will only be provided for established events, unless otherwise approved by Council
- Each event committee may be provided, at the discretion of Council, a maximum value of \$10,000 which may include utilization of Township staff, facilities or equipment without being directly charged for the related costs
- Council will support the Event Committee as they:
 - Plan and implement all activities associated with their Event;
 - Work with municipal staff to coordinate services, facilities, and resources as required and available; and
 - Identify Green initiatives related to their Event with the assistance of the Township's Green Event Planning Guide.

Appointments

For any community event receiving in kind support, Council may:

- elect a Councillor to act in an advisory and liaison capacity with the Committee and attend committee meetings; and
- request that a staff representative attend committee meetings

The Event Committee shall annually submit to the Municipal Council for ratification, a list of Committee liaisons. The Event Committee may invite representation from other community groups/organizations.

Insurance

Each Event Committee will be responsible for coordinating and obtaining insurance coverage for their event. The Committee shall ensure that their event carries insurance with a minimum of \$2,000,000 liability coverage and the Township will be identified as an additional insured within the policy. Evidence of this insurance coverage shall be provided to the Director of Financial Services prior to commencement of the event.

FUNDING

Each year Council may provide an amount of funding through the Local Grants Account within the Financial Plan. The initial balance in the account each year will be equal to a figure which represents a .50% tax increase based on the previous year's actual financial results.

A Local Grant Committee will recommend the allocation of grants to programs, projects and events. This recommendation is not to exceed 90% of the Local Grant Account balance. Subsequent to Council's approval of the local grant allocations, any balance remaining in the account may be allocated throughout the remainder of the year at the discretion of Council.

To access the remaining funds after the initial 90% has been allocated, applicants must submit an application to the Director of Financial Services. The applicant will then be required to appear before Council for a direct decision regarding their funding request.

GRANT REVIEW PROCESS

- The Local Grants Committee members will be appointed by the Mayor and will consist of three members of Council, rotated annually throughout the term, and will be supported by a non-voting representative from the Financial Services Department.
- Applications will be received and reviewed by the Director of Financial Services to ensure each application is complete prior to forwarding the completed applications to the Local Grants Committee.
- No grant request will be forwarded for consideration if an application is incomplete or if a previous grant was provided and the conditions of funding specified in this policy or by resolution of Council were not fully satisfied.
- The Committee will meet to review all applications prior to February 28 each year.
 - For an application to be considered, applicants (other than established events) must appear before the Committee to speak to their application for a maximum of three (3) minutes at a date and time arranged by the Township.
 - Preference will be given to applications from organizations based in Esquimalt or those that provide a service to Esquimalt residents.
 - It should be the goal of each organization to reduce the amount of financial support requested from the Township in each subsequent fiscal year.
- Following all presentations, the Committee will draft their recommendations to Council for the allocation of support and the total amount to be included in the Financial Plan.
- Council will make the final decision on the allocation of support and once approved:
 - The Financial Plan will be updated to reflect the total amount of cash and in kind support to be provided from the Local Grant account;
 - All local grant financial payments will be made prior to March 31 each year; and
 - Any in kind support commitments will be communicated to the appropriate Township departments.

- Communication will be sent to all applicants advising them of Council's decision and a list of recipients and corresponding amounts will be posted annually on the Township website.
- To request support after the grant process has been completed new applicants must submit a formal application and appear before Council for a decision on funding.

CONDITIONS OF SUPPORT

- Funds must be used for the purpose for which they were requested. Any funds not used for the requested purposes must be returned to the Township.
- All recipients must acknowledge the Township's support (financial and/or in kind) through social media and in all printed publicity material related to the project including banners and signs on site during the event.
- Each recipient of financial or in kind support must submit a final report to the Director of Financial Services within 120 days of project or event completion. This report should include the following details for their project, program or event:
 - a brief evaluation (based on the pre-established goals and objectives);
 - a financial statement of actual revenue and expenses (where applicable);
 - details regarding the Green performance (where applicable);
 - attendance figures (where applicable);
 - number of participants; and
 - an evaluation of the impact on the community
- In the event that the project is not completed, the grant recipient organization must notify the Township within the same calendar year during which funding was received. The Township of Esquimalt reserves the right to request the return of the grant.

CORPORATION OF THE TOWNSHIP OF ESQUIMALT

LOCAL GRANT APPLICATION

For Year: _____

Name of Organization: _____

Address of Organization: _____

Phone: _____ Fax: _____ email: _____

Contact Person: _____

Position(s) with Organization: _____ Phone: _____

Amount Requested: \$ _____ Total Project Budget: \$ _____

Have you applied before? _____ When? _____ Grant Received: \$ _____

If yes, have you submitted a final report for previous year funding? Yes [☐] No [☐]
(note: report must be submitted to receive consideration for further funding)

Fiscal year of organization: From _____ To _____

Are you currently receiving benefit from a Property Tax Exemption
from the Township of Esquimalt? Yes [☐] No [☐]

Incorporation number and date of incorporation: _____

Registered Canadian Charitable Organization number: _____
(Applicants must be not-for-profit organizations or be otherwise publicly accountable)

Is your organization based in Esquimalt Yes [☐] No [☐]

Is the project for which you are requesting funding based in Esquimalt? Yes [☐] No [☐]

If yes, please provide the location/address: _____

Describe your organization, its mandate and program(s): _____

Describe the project for which funds are being sought. What other sources of funding are being pursued? Please indicate why you think it should receive municipal funding. Feel free to use additional sheets of paper.

Project Description (including date and location):_____

Purpose of this project:_____

The names of those involved in carrying out the project:_____

Green Event Initiatives:_____

Benefit to Esquimalt:_____

PROJECT BUDGET

Please give details on revenue and expenditure projections. Indicate which revenue is secure and which is speculative. (note: Expenditures must NOT exceed Revenues)

REVENUE (Please state source)		EXPENDITURE (Please itemize)	
Description	Amount	Description	Amount
SECURE			
Subtotal			
SPECULATIVE			
Subtotal			
TOTAL		TOTAL	

Authorized Signature: _____ Date: _____

Please enclose your last annual report and financial statements, if applicable. Include any supporting material that would assist in the assessment of your project.

Please mail or fax this application to:

Director of Financial Services
Corporation of the Township of Esquimalt
1229 Esquimalt Road
Esquimalt, BC
V9A 3P1

Phone: 414-7141
Fax: 414-7111



CORPORATION OF THE TOWNSHIP OF ESQUIMALT
COUNCIL POLICY

TITLE: Local Grants – Esquimalt High School

NO. ADMIN - 29

POLICY:

The Township will award grants annually from its Local Grants allocation to the Esquimalt High School as follows:

C. A. Kelly Scholastic Achievement Award	\$ 50.00
1912 – 2012 Esquimalt Centennial Art Scholarship	\$ 250.00
Graduation Class Book Presentation	\$ 150.00
Athletic Programs	\$2,750.00
Musical Instruments	\$ 600.00
Terry Fox Scholarship	\$ 500.00
Industrial Education /Trades Award	<u>\$ 500.00</u>
Total	<u>\$4,800.00</u>

With the exception of funding from the Athletic Program (which requires a presentation to Council in order to be considered for funding) payment of the Esquimalt High School Local grant funds will be made in June of each year.

A report showing the use of the funds for the intended purposes, including names of award recipients, must be submitted at least annually.

The School is responsible to determine the recipients of the awards.

BACKGROUND:

Historically, the Municipal Council has awarded local grants which previously have been approved either by policy or by resolution of Council.

1. C. A. Kelly Scholastic Achievement Award

This annual award for highest scholastic achievement was given by Mr. C.A. Kelly, Principal of the Esquimalt High School until his retirement in 1969 after 43 years. The award consists of a plaque on which the winning student's name is inscribed. The award was taken over by the Township and renamed the C.A. Kelly Scholastic Achievement Award. The award covers the annual cost of engraving and a keeper trophy.

2. 1912- 2012 Esquimalt Centennial Art Scholarship

This scholarship was first awarded in 2010 to an Esquimalt student who inspired and created the logo design that best illustrated Esquimalt's 1912- 2012 Centennial. The theme for the Centennial and the logo is "Honour Our Past, Celebrate Our Present and Imagine Our Future". The Scholarship continues as a legacy of the Centennial and is awarded to the graduating student with the highest artistic achievement, who is continuing in art studies or art design.

EFFECTIVE DATE:
October 24, 2011

APPROVED BY:
Council

REFERENCE:
FIN-11-023
FIN-11-036

AMENDS:
July 11, 2011

PAGE 1 OF 2

TITLE: Local Grants – Esquimalt High School	NO. ADMIN - 29
<p>3. Graduation Class - Book Presentation Since 1975 the Municipal Council has presented a book in recognition of the graduating class for that year, to a maximum amount noted above.</p> <p>4. Athletic Program This annual allocation of funds is set aside to be accessed by the senior sports Teams of Esquimalt High School. Representatives of the teams must appear before Council to request funding for travel costs to tournaments or competitions in advance of the event(s).</p> <p>5. Musical Instruments For many years the Township has awarded a grant to the Esquimalt High School for musical instruments.</p> <p>6. Terry Fox Scholarship This Scholarship was established by Council resolution on July 13, 1981, as a fitting tribute to Terry Fox, whose determination accomplished so much in so little time. The scholarship is to be awarded to a graduating Esquimalt resident who best exemplifies the combined qualities of scholastic aptitude, athletic ability, citizenship and the general characteristics of perseverance in all endeavours.</p> <p>7. Industrial Education / Trades Award This Scholarship was established by Council resolution on April 5, 2004. The scholarship is to be awarded to a graduating student at Esquimalt High School who is an Esquimalt resident and pursuing a “trades” program of studies.</p>	

EFFECTIVE DATE: October 24, 2011	APPROVED BY: Council	REFERENCE: FIN-11-023 FIN-11-036	AMENDS: July 11, 2011	PAGE 2 OF 2
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CORPORATION OF THE TOWNSHIP OF ESQUIMALT

COUNCIL POLICY

TITLE: Local Grants – L'École Victor Brodeur

NO. ADMIN - 52

POLICY:

The Township will award grants annually from its Local Grants allocation to L'École Victor Brodeur as follows:

Township of Esquimalt Athletic Awards	\$ 500.00
1912 – 2012 Esquimalt Centennial Art Scholarship	\$ 250.00
Team Funding	<u>\$ 1,750.00</u>
Total	<u>\$ 2,500.00</u>

With the exception of funding from the Team Funding (which requires a presentation to Council in order to be considered for funding) payment of the L'École Victor Brodeur Local grant funds will be made in June of each year.

A report showing the use of the funds for the intended purposes, including names of award recipients, must be submitted at least annually.

The School is responsible to determine the recipients of the awards.

BACKGROUND:

1. Township of Esquimalt Athletic Award

This annual award for athletic achievement will be given to both a male and female student and each recipient will receive a certificate with their name and a cheque for \$250. If scheduling will allow, the Mayor of the Township of Esquimalt will attend the award ceremony to make the presentation.

2. 1912 - 2012 Esquimalt Centennial Art Scholarship

This scholarship was first awarded in 2010 to an Esquimalt student who inspired and created the logo design that best illustrated Esquimalt's 1912- 2012 Centennial. The theme for the Centennial and the logo is "Honour Our Past, Celebrate Our Present and Imagine Our Future". The Scholarship continues as a legacy of the Centennial and is awarded to the graduating student with the highest artistic achievement, who is continuing in art studies or art design.

3. Team Funding

This annual allocation of funds is set aside to be accessed by teams representing L'École Victor Brodeur. Representatives of the teams must appear before Council to request funding for travel costs to tournaments or competitions in advance of the event(s). Costs may include, but are not limited to, registration fees, travel and accommodation costs or uniforms.

EFFECTIVE DATE:

July 11, 2011

APPROVED BY:

Council

REFERENCE

FIN-11-023

AMENDS NO.

June 15, 2009

PAGE 1 OF 1



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

Staff Report

File #: 19-522

REQUEST FOR DIRECTION

DATE: December 3, 2019

Report No. FIN-19-021

TO: Laurie Hurst, Chief Administrative Officer

FROM: Ian Irvine, Director of Financial Services

SUBJECT:

Property Taxation Policy

ESSENTIAL QUESTION:

What potential changes to the Township's property taxation distribution policies would the Committee wish to see?

RECOMMENDATION:

That the COTW receive Staff Report No. FIN-19-021 for information, provide any additional direction to staff as the COTW considers advisable, and direct staff to prepare an updated Revenue, Tax, Budget and Financial Sustainability Policies & Objectives document for Council's consideration.

BACKGROUND:

Consideration of the Township property taxation policies and objectives occurs each year during the financial plan and tax rates discussions. During the 2019 process, Council decided not to increase the tax revenue requirements for the Business class and shifted the resulting tax burden to the Residential class. As well, a report from staff was requested regarding the potential for additional reductions to the ratio over the short and long term.

The following simple, non-specific statements, as found in Schedule A of Financial Plan Bylaw, 2019, No. 2959, guide staff in the setting of annual tax rates:

Objectives and Policies:

- a. Distribute property tax increases equitably among all property classes*
- b. Adjust the tax rate ratios each year to maintain stability while ensuring the tax rate is reflective of both market and non-market changes*
- c. Set annual property tax rates after considering significant new growth or loss of assessment in each property class*

The ultimate question to be answered is whether or not Council wishes to see any change to the way the tax burden is distributed between classes. If so, detailed options could be presented with respect to how the desired changes could be implemented, and over what time frame. This report provides some background information and potential options to assist Committee members during this important policy discussion.

ISSUES:

The presentation during the 2019 budget process provided some of the required background information related to the Township's current tax distribution practices, and outlined where we stand regionally. Our Commercial multiple for 2019 was 3.048 (i.e. the Commercial tax rate was 3.048 times the Residential tax rate) but there has been discussion to decrease the Commercial multiple to as low as 2.0 (i.e. 2 times the Residential rate).

Across the province, only three tiny communities had a ratio of 1:1 in 2019, and only 17 of 161 communities were at or below 2.0:1. The Township's commercial to residential ratio last year was equal to, or lower, than 55 of 161 communities, and was only 10% above the provincial average of 2.74.

Ratio	Total Municipalities	% of Total
1:1	3	2%
<2.0:1	17	11%
>2.0<2.5:1	53	33%
>2.5<3.0:1	33	20%
>3.0<3.5:1	33	20%
>3.5:1	22	14%

If Council wishes to lower the tax burden for Commercial properties, we may need to establish a plan to phase in the shift to the Residential class. While it can be argued that a healthy community needs a healthy commercial sector it should be noted that businesses pay their taxes in pre-income tax dollars, while homeowners pay in after tax dollars. If Council is satisfied with the current tax distribution, then no additional analysis is required other than maintaining our current methods and ensuring our tax policy is adequately worded.

While all taxpayers would ideally like to see their taxes reduced, the only group visibly lobbying for this specific ratio is the Canadian Federation of Independent Business (CFIB). They advocate for this position on behalf of businesses yet they provide no clear rationale for why a 2:1 ratio is considered the most appropriate. Ultimately, it appears that what they are seeking is a reduction in the gap between Commercial and Residential tax rates.

Staff would appreciate hearing from Committee members about any views they may have with respect to taxation policies. If any changes are contemplated prior to the next budget process and tax rate setting, advance notice would lead to a smoother transition. Whatever policy change is made by Council, either on a one-time or ongoing basis, will have to be articulated in our 2020-2024

Financial Plan Bylaw.

Options for a 2.0 Commercial to Residential Multiple

If there is a desire to reduce the Commercial multiple to 2.0 times (or a different multiple) the Residential rate, the following options may be considered. Each will be discussed in more detail, along with other related considerations:

- a) Reduce the multiple all at once, in 2020
- b) Phase in a reduction over a set number of years (perhaps 3 to 5)
- c) Gradually reduce the multiple by applying Non-Market Change revenue (or a portion thereof) to the credit of Class 6, rather than to all classes.

Option a)

Reducing the commercial multiple all in one year would have a fairly significant impact on residential rates. Based on 2019 figures, this impact has been estimated at the equivalent to a 7.3% municipal tax rate increase, or approximately \$187 for the average residential property. This would be in addition to the annual tax increase approved by Council during the 2020 budget discussions.

While the potential exists to pass some of the impact to other property classes, a reduction of the Commercial multiple cannot be easily achieved without impacting the Residential property class, which makes up 92% of all property tax folios. If Council does wish to support the commercial taxpayer on an ongoing basis, there will need to be a shift to the Residential class.

Option b)

If the multiple is to be reduced to 2.0, phasing in the impact over a number of years may provide a more palatable option. Rather than a \$187 average increase to all residential properties in one year, it could be done incrementally over a longer period. If so, it may be seen as positive to simply indicate, through policy, that the Township is moving toward a reduced multiple of 2.0, following a defined plan.

Option c)

Another way to phase in a reduction to the commercial multiple, without a *direct* impact on residential tax rates, is to use non-market change (NMC) revenue solely for the purpose of reducing the burden on commercial properties (until the target is met). This NMC revenue represents the growth in the tax base and, as new developments are built, the taxes attributable to these improvements are classified as NMC revenue in the year they materialize. Currently, we use this new revenue as the first funding source for any budgetary increases.

It could be possible to direct all NMC revenue, or perhaps only the non-residential component, to reduce the commercial tax revenue requirement. That is, rather than treating it as new revenue, the new taxes would be used exclusively to reduce taxes for existing commercial taxpayers. Even if only the non-residential NMC was redirected for this purpose - thus leaving a portion of NMC for the benefit of all classes - it would represent movement towards the reduction target. Redirecting only a

portion of it would simply require a longer phase in period.

Multiples for Other Governments

It is important to note there are six different multiples used to determine the amount of taxes that appear on the annual tax notice. The Township can only influence one multiple, which is applied to Municipal and CRD taxes. This limitation means that only 73% of a property tax bill is impacted by multiples set by the Township. Regardless of our tax distribution policy, commercial properties will effectively continue to pay an overall tax multiple greater than 2.0, as the other five requisitions increase. The table below illustrates that various multiples that were used for 2019 property taxes:

Class	Municipal & CRD	CRHD	School	Transit	BCA	MFA
1-Residential	1.0000	1.00	1.0000	1.0000	1.0000	1.00
2-Utilities	5.3716	3.50	10.9954	5.3999	12.4165	3.50
4-Major Industry	8.7117	3.40	3.0820	5.3999	12.4165	3.50
5-Light Industry	3.8122	3.40	3.0820	5.3999	2.7815	3.50
6-Commercial/Other	3.0480	2.45	3.0820	5.3999	2.7815	2.50
8-Recreation/Non-profit	1.2699	1.00	1.9159	1.0000	1.0000	1.00

Current Distribution Approach

Currently, the percentage of tax revenue collected from each class of property remains stable from year to year as the annual increase is applied equally to all classes. This approach has the effect of maintaining the percentage of revenue coming from each class, subject to very small changes due to NMC. The only variance to the percentage comes from NMC revenue, otherwise known as growth in the tax base (primarily from new construction), which is not part of the general tax base.

In addition to providing equality among property classes, this distribution approach considers that fluctuations in assessment tend to be cyclical. In other words, Residential property assessments will increase at a greater rate than Commercial for one or more years, and then Commercial will reduce that gap in subsequent years. This approach becomes more difficult to support if Residential assessments grow at higher rates than Commercial assessments over an extended period.

The disadvantage of this approach is that the natural redistribution of the tax burden between classes is evened out through how our tax rates are calculated. An argument could be made that if one class of property grows in assessed value far more than others, then that class should assume a bigger portion of the tax burden. However, this significant assessment increase is currently offset by the lowering of the applicable tax rate. Of note, The Township has worked very hard during recent years to communicate the fact that an increase in assessments does not mean a corresponding increase in taxes which is the result of this method.

The biggest impact of strictly focusing on multiples is that the annual tax increase will no longer be applied evenly. The current rate setting procedure evens out shifts in assessed value between

different classes of property each year, and then applies the tax increase evenly. If we are to focus on a multiple of 2.0, then by definition the other adjustments would not apply; the Class 6 rate would simply be twice the Class 1 rate, regardless of what happens to the relative assessment value of the two classes each year. One argument is that the annual assessment process is largely a redistribution of the tax burden between all properties, and by smoothing out some of the relative change between classes, we are artificially manipulating that redistribution; but there are tradeoffs regardless of the approach taken. There is no single “correct” method; the rate setting is a matter of policy and choice among each local government.

ALTERNATIVES:

1. That the COTW receive Staff Report No. FIN-19-021 for information, provide any additional direction to staff as the COTW considers advisable, and direct staff to prepare an updated Revenue, Tax, Budget and Financial Sustainability Policies & Objectives document for Council’s consideration.
2. That the COTW provide alternative direction to staff.
3. That the COTW request further information from staff.



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

Staff Report

File #: 19-558

REQUEST FOR DIRECTION

DATE: December 4, 2019

Report No. EPW-19-037

TO: Laurie Hurst, Chief Administrative Officer

FROM: Jeff Miller, Director of Engineering and Public Works

SUBJECT:

Review of Lampson Street Cross-Section to Accommodate Bike Lanes

ESSENTIAL QUESTION:

What type of cycling infrastructure should be constructed on Lampson Street?

RECOMMENDATION:

That the COTW receive Staff Report EPW-19-037 for information and direct staff to include any cycling infrastructure options in the 2020 - 2025 Financial Plan budget discussions, as required.

BACKGROUND:

In the 2018 - 2023 Financial Plan, a study of Lampson Street from Esquimalt Road to Craigflower Road was approved. The scope of the work for this project was:

- Review the road right-of-way cross-section and determine if this cross-section is capable of being modified to accept bike travel lanes
- Utilize CRD Bike Guidelines to determine class/level of service of proposed bike lanes
- Utilize information from the traffic study to determine level of services for current vehicle movement and comment on impact on this level of service
- Determine impact on street parking if bike lanes are added to the road cross-section
- Provide a preliminary geometric design to show the proposed cross-section complete with road marking drawings
- Provide a cost estimate (Class C - 15% for contingency) for the proposed work

An engineering consultant with Watt Consulting was engaged to review the cross-section and further propose alternatives.

The existing road cross-section generally consists of a curb-to-curb roadway that has a width of 11m, with intermittent sections of on-street parking. Sidewalks are present on both sides, and the right of way is approximately 18.3m wide. The total of on-

Street parking spaces between Transfer Street and Esquimalt Road is approximately 33. On-street parking is located on the west side of the street in front of Lampson School and along the section between Old Esquimalt Road to Transfer Street.

The section of Lampson Street between Craigflower Road and Transfer Street will not be altered under this project due to the majority of vehicular traffic utilizing Transfer Street to continue in a northern direction. See [Attachment 1] for existing cross-section.

ISSUES:

The main focus of the study was to determine if the road corridor had the capacity to add two bike lanes and based on the space available in the corridor, it is possible to add these bike lanes. The Consultant, in conjunction with staff has prepared five potential options for this corridor segment. Staff will take the direction from the Committee as to which option should be added to the budget requests for the 2020 - 2025 Financial Plan. The project request will be reviewed and evaluated during the budget process.

The consultant identified five options for this corridor:

- **Option 1** - No bike lanes are added and road cross-section remains the same
- **Option 2** - Buffered bike lanes are added to the road cross-section, with curb and gutter alignment maintained. Bike lanes are created by eliminating street parking and turning lanes from the corridor
- **Option 3** - The corridor is converted to 4.3m wide “shared” lanes, allowing cyclists to share the lane with drivers and preserving parking on one side. Existing curb and gutter alignment maintained
- **Option 4** - One curb and gutter alignment is maintained while the other is relocated to allow for a 3.0m wide “multi-user” trail on one side of the road, preserving parking on one side
- **Option 5** - Both curb and gutter alignments are relocated to allow for a 1.5m on-street bike lane, while preserving parking on one side.

See [Attachment 1] for the proposed cross-sections of Options 2 through 5. The pros and cons of each option are also listed.

The approximate order of magnitude cost of each option is as follows:

- Option 1 - \$0 (No change)
- Option 2 - \$70,000
- Option 3 - \$70,000
- Option 4 - \$1,200,000
- Option 5 - \$1,300,000

ALTERNATIVES:

1. That the COTW receive Staff Report EPW-19-037 for information and direct staff to include any cycling infrastructure options in the 2020 - 2025 Financial Plan budget discussions, as required.
2. That the COTW provide alternative direction to staff.
3. That the COTW request further information from staff.

EPW-19-037: Attachment 1 – Cross-Sections

Existing Cross-Section (from Esquimalt Road to Transfer Street)



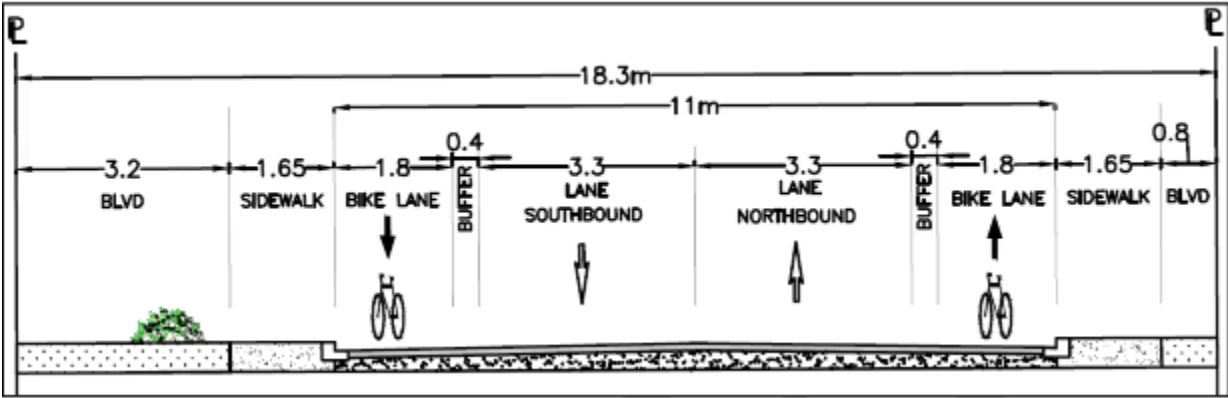
The cross-section elements are as follows:

- 3.2 m boulevard
- 1.65 m sidewalk
- 2.2 m parking bay
- 3.3 m travel lane
- 3.3 m travel lane
- 2.2 m parking bay
- 1.65 m sidewalk
- 0.8 m boulevard

Option 1 – Do Nothing

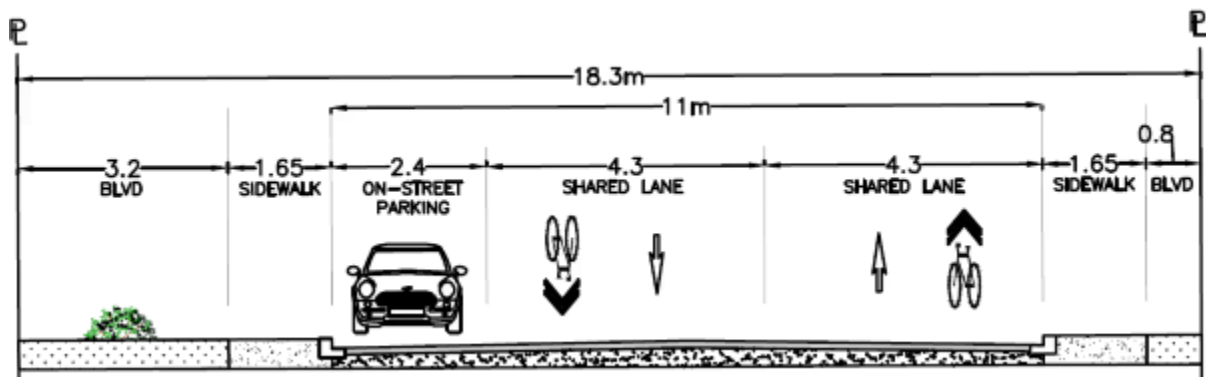
Pros	Cons
No cost option	No provisions made for cyclists
No loss of parking	

Option 2 – Buffered Bike Lanes



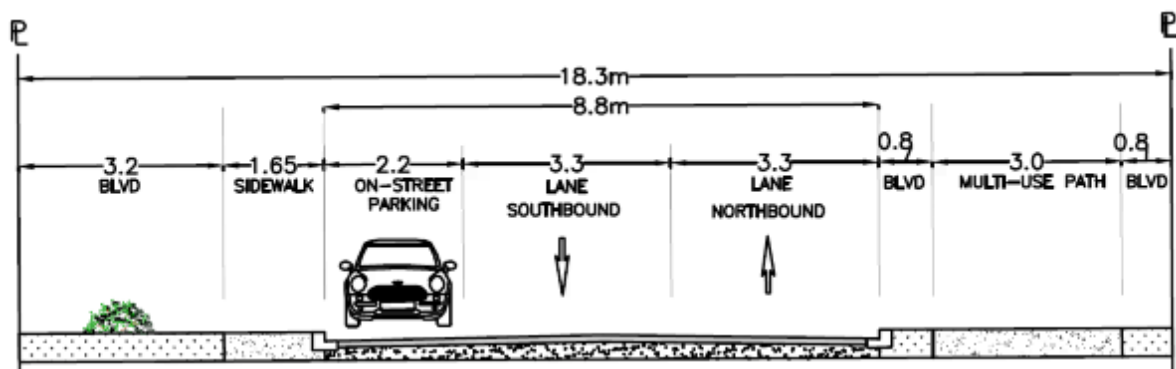
Pros	Cons
Buffered bicycle facilities increase bicycle safety and attraction	Loss of parking
Relatively low cost	Not a Class 1 (full AAA) bicycle facility
	Narrower vehicle lanes
	Loss of turn lanes at Esquimalt Road and Old Esquimalt Road
	Requires signal phasing and timing adjustments, but traffic operations can be mitigated
Option 2 is considered a Class 2 bicycle facility (comfortable for many users)	

Option 3 – Shared Lanes



Pros	Cons
Relativity low cost	Shared bicycle facility increase bicycle/vehicle conflicts
Serves to identify Lampson as a connection route in the bike network	As a Class 3 facility on a busy road it does not materially improve cycling accommodation over a do nothing option
No impact to turning lanes on Lampson	
Option 3 is considered a Class 3 bicycle facility (comfortable for confident users)	

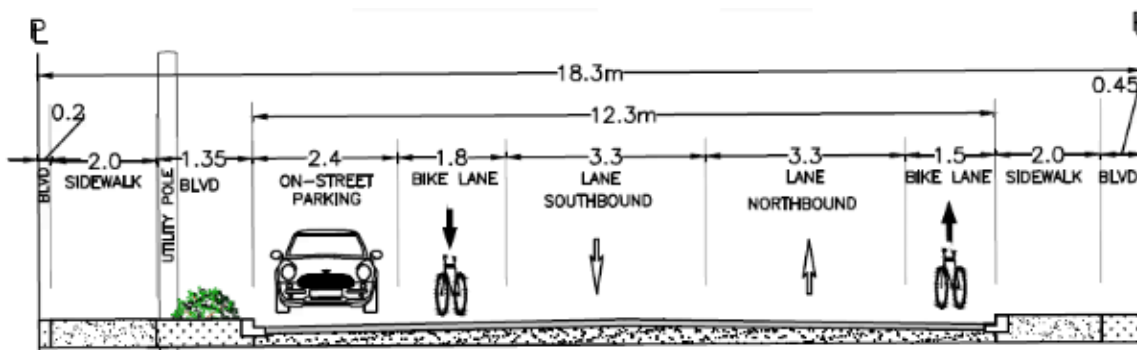
Option 4 – One Sided Multi-Use Trail



Option 4 – [cont'd]

Pros	Cons
AAA cycling facility – physically separates cyclists from vehicular traffic	Shared pedestrian/bicycle facility increases conflicts and reduces speed/convenience
Preserves parking on one side of the road	Multi-use path positions bicycles closer to numerous driveways (safety risk)
	Construction costs relocating one curb and multi-use pathway
	Loss of turn lanes at Esquimalt Road and Old Esquimalt Road
	Requires signal phasing and timing adjustments (but traffic operations can be mitigated)
Option 4 is considered a Class 1 bicycle facility (comfortable for all users)	

Option 5 – Bike Lanes With Parking



Pros	Cons
Dedicated bike lanes increases bicycle safety and attraction	Construction cost for relocating of curbs, sidewalks
Preserves parking on one side of the road	Not a Class 1 (full AAA) bicycle facility, nor as beneficial to cyclists as a wider buffer facility (Option 2)
Option 5 is considered a Class 2/Class 3 bicycle facility	



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

Staff Report

File #:19-561

REQUEST FOR DIRECTION

DATE: December 4, 2019

Report No. EPW-19-038

TO: Laurie Hurst, Chief Administrative Officer

FROM: Jeff Miller, Director of Engineering and Public Works

SUBJECT:

Potential Road Cross-Section Modification for Esquimalt Road between Admirals Road and Canteen Road

ESSENTIAL QUESTION:

Should the road cross-section be modified and included in 2020- 2025 Financial Plan budget discussions?

RECOMMENDATION:

That the COTW receive Staff Report EPW-19-038 for information and direct staff to include any cross-section options in the 2020 - 2025 Financial Plan budget discussions as required.

BACKGROUND:

The road segment of Esquimalt Road between Admirals Road and Canteen Road was reviewed to determine a potential cross-section change. This cross-section change would be implemented to increase pedestrian mobility and safety, increase on-street parking, and increase cyclist safety.

The existing cross-section [Attachment 1] of the road segment is as follows:

- a. Property line (south side)
- b. Boulevard/ Sidewalk - 1.3 metres wide
- c. Curb and gutter
- d. *Alternating parking (morning)/travel lane (afternoon)*
- e. Travel lane (all times)
- f. Centre line
- g. Travel Lane (all times)
- h. *Alternating parking (afternoon)/travel lane (morning)*
- i. Curb and gutter
- j. Sidewalk - 1.3 metres wide/ Boulevard
- k. Property line (north side)

Esquimalt Road between Canteen Road and Admirals Road has two travel lanes in each direction with parking permitted in the outer lanes at intermittent times. At the intersection of Esquimalt Road and Canteen Road, the road cross-section goes down to two travel lanes only. A similar situation occurs at the intersection of Admirals Road and Esquimalt Road. Due to these changes in the road cross-section, and the volume of traffic on Esquimalt Road, the road functions as a de facto two lane road. Most drivers occupy the inner lanes to avoid parked cars and only move to the outside lane to turn right or park.

There are seven intersections along this road segment. Three of the intersections have either traffic control or pedestrian activated signals:

- 1) Canteen Road
- 2) Foster Road
- 3) Admirals Road

The remaining intersections do not have any traffic control or pedestrian activated signals:

- 4) Grafton Street
- 5) Sturdee Street
- 6) Nelson Street
- 7) Constance Avenue

Each of these pedestrian crossings is approximately 13.5 m wide. The challenges to pedestrian movement are the width of the pedestrian crossings and the lack of pedestrian signals at four of the seven intersections.

ISSUES:

Modifications can be made to the corridor to increase its attractiveness to pedestrians, and increase parking as well. There are three potential options for this road segment:

- Option 1 - no modification to the current cross-section
- Option 2 - addition of pedestrian controlled signals with no modification to the current cross-section
- Option 3 - addition of pedestrian controlled signals with modification to the current cross-section

Option 1

Under this option, the road cross-section would remain in its existing state. No changes would be made to the pedestrian crossings at the four non-signalized crossings. This option would not see any expenditure of funds to upgrade the corridor segment.

Option 2

This option would see the road cross-section remain in its existing configuration. The intersections that are without pedestrian controlled signals, Sturdee Street, Nelson Street, Constance Street, and Grafton Street would be upgraded with pedestrian controlled signals. The addition of the signals would increase the visibility of pedestrians when crossing the road with no reduction in the distance a

pedestrian would have to travel in order to cross Esquimalt Road.

Esquimalt Road would remain a three lane alternating traffic corridor. This option would cost approximately \$100,000 with a possibility of some funding from ICBC due to the increase in pedestrian safety.

Option 3

The final option would see the road cross-section modified. At eight locations along the corridor, pedestrian bump outs would be constructed at the ends of the intersections. The bump outs decrease the crossing distance from 13.65 m to 10 m making it easier for pedestrians to cross the street. Pedestrian activated signals would be added to increase the pedestrian visibility when in use. A sketch of the proposed cross-section is included in Attachment 1.

Current development plans include a multi-storey structure being constructed along Esquimalt Road and just to the north of Esquimalt Road. The proposed changes will encourage these residents to use walking as a mode of transportation to services in the downtown core.

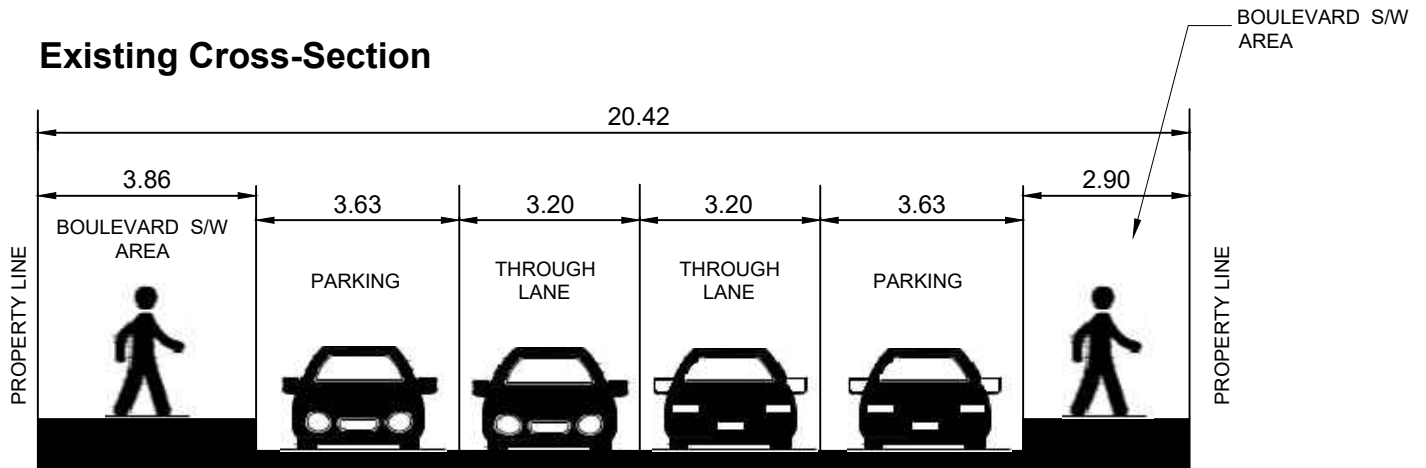
In order for this change in road cross-section to occur, the road corridor would be reduced to two travel lanes with two permanent parking lanes. Bicycle traffic would utilize a shared lane between the parking area and the travel lane. It is not anticipated that this reduction in travel lanes will have a significant impact on the level of service given that the road already functions as a de facto two lane road.

This option would cost approximately \$900,000. There is a possibility that ICBC would be able to provide some funding due to the increased pedestrian and vehicle safety.

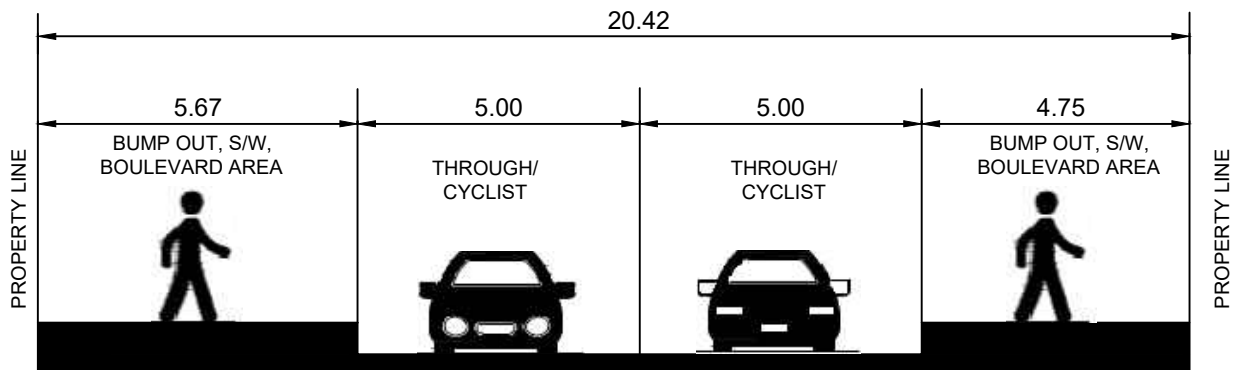
ALTERNATIVES:

1. That the COTW receive Staff Report EPW-19-038 for information and direct staff to include any cross-section options in the 2020 - 2025 Financial Plan budget discussions as required.
2. That the COTW provide alternative direction to staff.
3. That the COTW request further information from staff.

Existing Cross-Section



Option 3 - Cross-section at Pedestrian Crossing



Cross-section at Mid Block

