



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

A G E N D A

ENVIRONMENTAL ADVISORY COMMITTEE MEETING

January 28, 2010

7:00 p.m.

Esquimalt Council Chambers

1. **CALL TO ORDER**

2. **LATE ITEMS**

3. **APPROVAL OF THE AGENDA**

4. **INTRODUCTIONS**

5. **MINUTES**

- (1) Minutes of the Environmental Advisory Committee meeting, November 26, 2009 Pg. 1 – 6

6. **OLD BUSINESS**

- (1) Food Security
- (2) West Bay Outfall (Diesel) – Follow-up Report
- (3) Update on Presentations to Council
- (a) Plastic Shopping Bags Ban
 - (b) Bottled Water Ban
- (4) Zero Waste
- (5) Composting – Options for Education / Bin Sale
- (6) Community Gardens
- (a) Task Force
 - Community Gardens Task Force, Staff Report No. ADM-10-007 Pg. 7
 - (b) 2009 Budget
- (7) Joint Meeting with Parks & Recreation Advisory Committee

7. **NEW BUSINESS**

- (1) Review of Committee Terms of Reference (TOR) Pg. 8 – 9
- (a) 2009 Year End Final Report
- (2) Membership List Contact Information
- (3) Meeting Schedule Dates and Times
- (4) Agenda Items and Distribution

- (5) 2010 Work Plan Discussion
- 8. **REPORT FROM STAFF LIAISON**
- 9. **ELECTIONS**
 - (1) Elections of Chair and Vice-Chair
- 10. **ADJOURNMENT**



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

MINUTES

ENVIRONMENTAL ADVISORY COMMITTEE

Thursday, November 26, 2009
7:00 p.m.
Council Chambers, Municipal Hall

PRESENT: Edwin Hubert – Chair
Councillor Randall Garrison
Councillor Lynda Hundleby
Larry Dill
Beth Sobieszczyk (Arrived 7:05 p.m.)
Terry Eckstein
Dianne Kleinman

STAFF: Marlene Lagoa – Sustainability Coordinator (Staff Liaison)

REGRETS: Mark Salter – Vice-Chair
Deborah Liske – Recording Secretary

1. CALL TO ORDER

Chair Hubert called the meeting to order at 7:04 p.m.

2. LATE ITEMS

The following late items were introduced:

1. Add to Agenda item **7. OLD BUSINESS** (8) Community Gardens
2. Add to Agenda item **9. COMMITTEE MEMBER ANNOUNCEMENTS / REPORTS** (1) Sewage Treatment Site

3. APPROVAL OF THE AGENDA

Moved by Councillor Garrison, seconded by Councillor Hundleby, that the agenda of the Environmental Advisory Committee meeting of November 26, 2009 be approved with the inclusion of the late agenda items.
The motion **CARRIED**.

4. MINUTES

Moved by Dianne Kleinman, seconded by Terry Eckstein, that the minutes of the Environmental Advisory Committee meeting of September 24, 2009 be approved as amended.
The motion **CARRIED**.

5. REPORT FROM THE CHAIR

Chair Hubert announced that he has served three consecutive terms on the committee and that it would be his last meeting.

Moved by Councillor Garrison, seconded by Councillor Hundleby, that the Committee express their thanks to Chair Hubert and ask that he continue to participate as a member of the public.

The motion **CARRIED**.

6. **REPORT FROM STAFF LIAISON**

(1) Solar Hot Water

The Sustainability Coordinator stated that Council requested that staff prepare a report on the choices and alternatives to installing solar hot water on the Municipal Hall and/or Public Safety Building. At the November 9, 2009 Committee of the Whole, Council resolved that the Township of Esquimalt install a solar hot water system on the Municipal Hall immediately and that staff bring back information on a monitoring system and aesthetics so that Council can make a decision on the preferred options. This report will be coming back to Committee of the Whole for discussion on December 14, 2009. Marlene Lagoa responded to committee members' questions on aesthetics and monitoring systems. Councillor Garrison stated that a solar hot water system will actually save two tonnes of GHG emissions for the Municipal Hall as installers believed the hot water use would be similar to that of a single family dwelling system.

(2) Energy Audit

The Sustainability Coordinator gave an update on the progress of the BC Hydro Power Smart Energy Audit. Currently the Township of Esquimalt is awaiting approval of the Energy Audit Proposal from BC Hydro before awarding the contract. The audit is expected to begin in December or early next year.

(3) Revision of OCP to include Community-wide GHG Reduction Target and Walking Charter

The Sustainability Coordinator reported that Council passed a Bylaw which amended the OCP to include the Pedestrian Charter as an Appendix.

The Sustainability Coordinator stated that provincial legislation requires the Township of Esquimalt to include community-wide GHG reduction targets, policies and actions in the Official Community Plan by May 31, 2010. On November 9, 2009 a report went to Committee of the Whole regarding the process of setting community-wide GHG targets, amending the OCP by May 31, 2010, and the development of further targets, policies, actions. Marlene Lagoa will email the report to committee members for reference.

The Committee asked for a report to come back that further discusses how to go about target-setting, examining more aggressive targets, and how to measure the outcomes of policies and actions to understand their impact on reducing GHG emissions. The Committee moved to begin a process to set a target for reduction of GHG emissions and develop a separate Community Climate Action Plan in 2010/2011 which outlines how the Township will go about achieving those targets.

Councillor Garrison stated that he would like to see some science-based GHG emissions targets as opposed to the political based target of the Provincial 33% reduction. Councillor Garrison said the (Intergovernmental Panel on Climate Change) IPCC and the David Suzuki Foundation have set more science-based targets and that Quebec recently adopted these more aggressive and science-based GHG targets. The

committee then discussed how the municipality will go about encouraging residents to decrease their GHG emissions and ensure municipal policies are put in to action. Members expressed concerns regarding the methodology used in the Province of BC's draft Community Energy and Emissions Inventory (CEEI). A discussion on the need for the municipality to provide education, reduce barriers, and highlight the benefits of initiatives is needed to encourage behavioural change.

(4) Website

The Sustainability Coordinator discussed the need for the Sustainability/Environment section of the website to be re-developed. Committee members input on what information to feature, which links to put up on the site, and any suggestions on grant and incentive programs that are still available. The Sustainability Coordinator suggested that some time be spent at a future meeting brainstorming ideas for the webpage redesign. The possibility of starting a Facebook Page as a channel to discuss and promote sustainable practices in Esquimalt was presented. Committee members had mixed feelings on the use of this channel and the amount of staff time it would consume. Committee members discussed that having some online forum to consult and engage with residents would be beneficial and the City of Victoria's online consultation process was given as an example.

(5) Ethical Sustainable Procurement and Disposal Policy

The Sustainability Coordinator provided an update on the current status of the Environmental Advisory Committee's recommendation to Council to develop and implement an ethical sustainable procurement and disposal policy, and that the Environmental Advisory Committee be provided with the opportunity to provide input in the development of the policy. Marlene Lagoa stated that no work has been done on the development of the policy to date. The committee discussed what would be the best process for developing the policy. The Committee asked that staff research other purchasing policies and bring forward a sample framework to a committee meeting for discussion.

7. **OLD BUSINESS**

(1) Food Security

The item was deferred to the next meeting.

(2) Strange Outfall at West Bay

Larry Dill stated that he shared some photos with the Sustainability Coordinator in September of a suspicious looking outfall in the West Bay which appeared to be mud or silt. Marina personnel believed there was construction happening on DND at the time. The Sustainability Coordinator followed-up on the enquiry at that time with the Engineering Department. The Engineering Department confirmed that the pipe is a municipal storm water pipe; however, it was impossible to identify the discharge. The Engineers' believe it looks like clay but they are not aware of any construction occurring in the area around the date of September 5. They said it may be possible someone was excavating their property and pumped the clay into the storm water drain. The Engineering Department had the following advice for future incidents; report the occurrence to the Engineering Department right away or the next business day and document the date, time and duration of the discharge and if possible provide photos.

Larry Dill then raised a concern regarding the appearance of diesel coming out of the same sewer outfall in the West Bay Marina. It begun during the heavy rainfall but has since been a daily occurrence even in the absence of rain. Committee members stated that the smell of diesel is noticeable in the area. The committee would like Esquimalt staff to follow-up on this report, as the diesel can be a result of surface run-off or possibly there is a storage tank that is leaking. The Sustainability Coordinator volunteered to forward the concern to the Engineering Department right away and provide a follow-up to Committee members.

(3) 2009 Budget Discussions

Chair Hubert discussed the need for the committee to designate the remaining 2009 budget of \$2,898.52 to a project. The committee brainstormed on a number of ideas for where the money could be earmarked including composting initiatives, printing of education material, purchase and distribution of an Esquimalt cloth shopping bag to residents, and purchase of fruit trees for residents. The discussion on earmarking the remaining 2009 budget figure was tabled until later discussion.

(4) Report on Resolutions to Council

- (a) Plastic Shopping Bags
- (b) Bottled Water

Chair Hubert reported that both the Plastic Shopping Bags and Bottled Water Resolutions went to Council. At the meeting Council invited the Environmental Advisory Committee to make a presentation on the resolutions at a Committee of the Whole. A discussion on what type of presentation and information Council would want to know on the resolutions took place. Some suggestions included presenting background on what other places have implemented the bans, what resources would be needed to implement the bans, and what would be the committees' recommended implementation strategy. Several committee members volunteered to have an informal meeting to prepare for the presentation. The goal is to present at the December 14, 2009 Committee of the Whole meeting. Larry Dill requested changes be made to the resolutions that will go to Council.

(5) Green List for Developments

The Development Services' Green List for Developments was distributed for information in the agenda package. The list was previously distributed in late October to members seeking feedback. A discussion took place on the purpose of the list, its role of increasing awareness and education, and how Council will ensure that developers actually implement what they claim to do.

(6) Zero Waste

The item was deferred to the next meeting.

(7) Composting

The Sustainability Coordinator shared a verbal update on the development of a composting program for 2010. The Victoria Compost Education Centre is interested in helping Esquimalt run a one-day bin sale as they have in the past for the CRD. These sales are a fundraising source for the Centre who bring in volunteers for the day and

also collect a fee for each bin sold. The Greater Victoria Compost Education Centre can provide Esquimalt with up to 4 [four] free backyard composting education classes. The Centre is also able to tailor a specialized class on apartment composting (worm bins). The proposal is to host 2 [two] apartment composting classes at \$90 each. The subsidy for the worm composters to participants would be an additional cost. Marlene Lagoa is also examining the possibility of backyard Digesters. As an incentive to pilot the digester, Esquimalt is receiving a free “green cone” digester and kitchen waste catcher from the CRD. A report detailing the full options available will be distributed to the committee in January before going to Council. The report may include one option where members of the Environmental Advisory Committee volunteer to assist with a one-day bin sale.

(8) Community Gardens (**Late Item**)

Chair Hubert stated having an interest in having the Environmental Advisory Committee and the Parks and Recreation Advisory Committee meet and collaborate on ideas as they share some common interests, such as Community Gardens. Edwin Hubert also shared information on the United Church’s initiatives of selling excess fruit from their community garden at the local market and donating the funds to Esquimalt Neighbourhood House. A discussion then took place on the time that has passed since the Community Gardens Policy was adopted and that no progress has yet been made in establishing a community garden. The committee discussed some possibilities surrounding a community garden and discussed the immediate need of a task force to make sure a community garden happens.

Moved by Larry Dill, seconded by Beth Sobieszczyk that the Environmental Advisory Committee recommends to Council that a Community Gardens Task Force be established and include members of the Environmental Advisory Committee, the Parks and Recreation Advisory Committee and the public; and that the Community Gardens Task Force report back to Council by the end of February with a specific proposal. The motion **CARRIED**.

Following the motion for a Community Gardens Task Force, Terry Eckstein and Dianne Kleinman volunteered themselves to be representatives of the committee on the project. The committee then discussed their interest to support the establishment of a community garden with the committee’s budget.

At this point, item (3) 2009 Budget Discussion was back on the table. The committee brainstormed a number of initiatives they would be interested in funding including a composting program, ladybugs for the community, cloth bags, and seed money for the establishment of a community garden.

Moved by Edwin Hubert, seconded by Beth Sobieszczyk that the Environmental Advisory Committee request \$2800.00 be allocated from the 2009 Committee budget for a start-up fund for the community garden. The start-up fund will include, but not be limited to, soil, materials for raised flower beds, a garden shed and water hose. The motion **CARRIED**.

8. **NEW BUSINESS**

(1) Macaulay Point Park Management

Councillor Garrison reported that hundreds of people came out for the open house that

was held in October. Councillor Hundleby suggested that when the staff report with recommendations comes forward to Council that it be distributed to members of the committee for information.

(2) Joint Discussion with Parks and Recreation Advisory Committee

Chair Hubert again raised the desire of the Environmental Advisory Committee and the Parks and Recreation Advisory Committee to meet and discuss common interests. Councillor Hundleby suggested that the committees have a joint meeting in the new year. The joint meeting would be an informal discussion to educate members on each committees' initiatives.

Moved by Edwin Hubert, seconded by Dianne Kleinman that the Committee recommends that there is a joint meeting between the Environmental Advisory Committee and Parks and Recreation Advisory Committee in 2010.
The motion **CARRIED**.

9. COMMITTEE MEMBER ANNOUNCEMENTS / REPORTS

(1) Sewage Treatment Site (**Late Item**)

Terry Eckstein shared his concern regarding the proposed Upper Harbour Sewage Treatment Site. The concern surrounds the resulting water being piped into the Gorge Waterway which Esquimalt has shoreline along. Other members raised that if the site was going to be considered, a good job of assessing the environmental impact of the site would be done. Members also stated that the desirability of the site is to build a very green project which incorporates resource recovery.

Councillor Garrison stated that the filling of the committee vacancies will be announced on December 7th, 2009. It is not known if the Councilors on the committee would be changed or not.

10. ADJOURNMENT

The meeting adjourned at 9:19 p.m.

Edwin Hubert, Chair

This day of , 2009



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

Municipal Hall, 1229 Esquimalt Road, Esquimalt, B.C. V9A 3P1
Telephone (250) 414-7100 Fax (250) 414-7111

STAFF REPORT

DATE: January 12, 2009 **REPORT NO.** ADM-10-007
TO: Laurie Hurst, Chief Administrative Officer
FROM: Marlene Lagoa, Sustainability Coordinator
SUBJECT: Community Gardens Task Force



RECOMMENDATION:

That Council receive this report for information.

BACKGROUND:

At the December 7, 2009 regular meeting of Council, Council resolved to establish a Community Gardens Task Force and include members of the Environmental Advisory Committee, the Parks and Recreation Advisory Committee and the public; and that the Community Gardens Task Force report back to Council by the end of February with a specific proposal.

DISCUSSION:

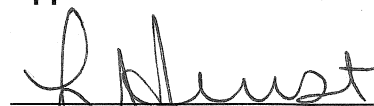
The development of a Community Gardens Task Force will be on the upcoming meeting Agendas for both the Environmental Advisory Committee and the Parks and Recreation Advisory Committee. The first meeting of the Environmental Advisory Committee is scheduled for January 28, 2010; and the Parks and Recreation Advisory Committee on February 4, 2010.

The selection of members from the public may delay the establishment of the Task Force further. There is currently no money budgeted for advertising. It is proposed to advertise the opportunity at no additional cost in the next Esquimalt Community Newsletter which will be distributed on March 2, 2010 as well as on the Township of Esquimalt website. If the opportunity were to be advertised sooner, such as in a local newspaper, it would cost approximately \$600 for two advertisements. Overall, the time needed to establish the Community Gardens Task Force may cause a delay in having a report back to Council by the end of February.

Submitted by:


Marlene Lagoa, Sustainability Coordinator

Approved for Council's consideration:


Laurie Hurst, CAO

Dated: Jan 13/10



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

COUNCIL POLICY

| | |
|---|-----------------------|
| TITLE: Terms of Reference – Environmental Advisory Committee | NO. ADMIN - 47 |
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PURPOSE

The purpose of the Environmental Advisory Committee is to:

- Advise Council and recommend implementation strategies for environmental stewardship, sustainability and restoration activities.
- Encourage participation by residents and businesses of Esquimalt in the environmental initiatives of the Township and Capital Regional District (CRD).
- Strive to provide advice and information which will enable Council and the community to integrate an environmental perspective into decision making.

MANDATE

The Environmental Advisory Committee will, consistent with the purposes described above, undertake the following:

- Foster public awareness, recognition and support for a healthy and sustainable natural environment.
- Identify and work with relevant citizen, business, municipal and regional government and industry groups to achieve collaborative solutions to environmental issues.
- Identify sources of funding and grants to support environment related activities.
- Review and provide feedback to Council on ways to increase participation and compliance rates related to CRD prescribed environmental initiatives.
- Respond to Council's requests for advice related to environmental issues.

The Environmental Advisory Committee will submit to Council an annual work plan at the beginning of each year describing its plans for the year. The Committee will submit to Council a final report at the end of each year describing its activities and accomplishments of the previous year.

MEMBERSHIP

The Committee will consist of nine (9) members including:

- Two (2) members of Council,
- Seven (7) community representatives appointed by the Council.

TERMS

Members may be appointed for two year terms with term end dates split between alternating years to ensure continuity of committee membership. On application, members may be re-appointed for up to three consecutive terms. All appointees sit at the pleasure of Council and may be removed at Council's discretion.

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| EFFECTIVE DATE: February 9, 2009 | APPROVED BY: Council February 9, 2009 | REF: Staff Report ADM- 09- 014 | RESCINDS NO. ADM - 35 | PAGE 1 OF 2 |
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| TITLE: Terms of Reference – Environmental Advisory Committee | NO. ADMIN - 47 |
| MEETINGS The Committee will meet a minimum of four times per year in accordance with its regular schedule of meetings established annually at the first meeting of the year. No meetings are held during the summer and winter breaks (July, August and December). Special meetings may be held at the call of the Chair. At the first meeting of each calendar year the committee will elect a Chair and Vice-Chair from amongst its members. The meeting rules and procedures will be in accordance with the Council Procedure Bylaw. | |

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| EFFECTIVE DATE: February 9, 2009 | APPROVED BY: Council February 9, 2009 | REF: Staff Report ADM- 09- 014 | RESCINDS NO. ADM - 35 | PAGE 2 OF 2 |
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