



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

A G E N D A

ENVIRONMENTAL ADVISORY COMMITTEE MEETING

September 23, 2010

7:00 p.m.

Esquimalt Council Chambers

1. **CALL TO ORDER**
2. **LATE ITEMS**
3. **APPROVAL OF THE AGENDA**
4. **PRESENTATION**
 - (1) Andrea Lawseth, LifeCycles
5. **COMMITTEE MEMBERSHIP**
 - (1) Committee Membership
 - (2) Election of Chair
6. **MINUTES**
 - (1) Minutes of the Environmental Advisory Committee meeting, June 24, 2010 Pg. 1 – 6
7. **OLD BUSINESS**
 - (1) Plastic Shopping Bag Resolution
 - (2) Plastic Water Bottle Resolution
 - (3) 2009 Year End Final Report
8. **NEW BUSINESS**
 - (1) Environmental Initiatives “Green Award” to Recognize Local Business
 - (2) Heat Pumps – Decibel Levels and Placement
9. **WORK PLAN ITEMS / REPORTS FROM SUB-COMMITTEES**
 - (1) Urban Landscape
 - (a) Esquimalt Community Gardens Society Update
 - (2) Pesticide Reduction
 - (a) Increasing Public Awareness and Education Through Media
 - (i) Pesticide Awareness News Item for Community Newsletter

- (3) Marina & Shoreline
- (4) Solid Waste
- (5) Community GHG Reduction Participation
 - (a) Anti-Idling
 - (i) School Signs
 - (ii) Anti-Idling Signs for Businesses
 - (b) Progress on GHG Reduction Plan
 - (c) Gas Powered Lawn Care Equipment
 - (d) Solar Lighting
- (6) Environmental Outreach Workers
 - (a) Framework Development

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- 10. **REPORT FROM STAFF LIAISON**
- 11. **COMMITTEE MEMBER ANNOUNCEMENTS**
- 12. **NEXT MEETING**
- 13. **ADJOURNMENT**



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

MINUTES
ENVIRONMENTAL ADVISORY COMMITTEE

Thursday, June 24, 2010
7:30 p.m.
Council Chambers, Municipal Hall

PRESENT: Larry Dill, Vice Chair
Councillor Randall Garrison
Councillor Alison Gaul
Mark Salter
Beth Sobieszczyk
Blair Irwin (Arrived 7:46 p.m.)

STAFF: Marlene Lagoa – Sustainability Coordinator (Staff Liaison)
Deborah Liske – Recording Secretary

REGRETS: Dianne Kleinman
Chris Zegger-Murphy

1. CALL TO ORDER

Vice Chair Dill called the meeting to order at 7:35 p.m.

2. LATE ITEMS

The following late items were introduced:

1. Add to Agenda item **9. Committee Member Announcements** (1) Esquimalt Village Project Update
2. Add to Agenda item **9. Committee Member Announcements** (2) Sewage Treatment Update

3. APPROVAL OF THE AGENDA

Moved by Councillor Garrison, seconded by Councillor Gaul that the agenda of the Environmental Advisory Committee meeting of June 24, 2010 be approved as amended with the inclusion of the late agenda items.
The motion **CARRIED**.

4. COMMITTEE MEMBERSHIP AND ROLES

- (1) Committee Membership
 - (a) Resignations

Vice Chair Dill noted Mark Salter has resigned his position as Chair of the Environmental Advisory Committee but will continue to be a member of the committee for the remainder of his appointment. Vice Chair Dill also noted Terry Eckstein has resigned from the committee.

- (b) New Appointments

Councillor Garrison and Councillor Gaul noted the committee vacancy will be advertised in the Victoria News. Committee members are encouraged to advise anyone who may be interested to complete an application.

Councillor Garrison noted Council will be considering a policy to address attendance, or lack thereof, at advisory committee meetings.

- (2) Election of Chair

Moved by Councillor Garrison, seconded by Mark Salter that Vice Chair Dill assume the roll of Acting Chair until the September 23, 2010 meeting of the Environmental Advisory Committee.
The motion **CARRIED**.

Election of Chair has been deferred to the September meeting of the Environmental Advisory Committee.

5. MINUTES

Moved by Mark Salter, seconded by Beth Sobieszczyk that the minutes of the Environmental Advisory Committee meeting of April 22, 2010 be approved as presented.
The motion **CARRIED**.

6. OLD BUSINESS

- (1) Plastic Shopping Bag Resolution
(a) Letter from the Esquimalt Business Association, dated May 17, 2010

A staff report to follow-up on the plastic shopping bag resolution will be presented to Council on July 12th. Councillor Garrison noted he requested Marlene Lagoa, Staff Liaison to include a selection of options in the report for Council to consider.

Blair Irwin arrived at 7:46 p.m.

It was noted the staff report will be presented to Council at the July 12th Committee of the Whole meeting and Vice Chair Dill will also be in attendance to make a presentation on behalf of the committee. Committee members were encouraged to attend the COTW meeting.

- (2) Plastic Water Bottles

Marlene Lagoa, Staff Liaison reported a staff report on alternatives to plastic water bottles is expected to be presented to Council at the July 12th COTW meeting.

Councillor Gaul reported the Parks and Recreation Advisory Committee has reviewed and discussed alternatives to bottled water and has recommended the development of a plan to gradually phase out the sale of bottled water. The plan would include education materials and the upgrading of existing water fountains.

- (3) 2009 Year End Final Report

Mark Salter reported he is continuing to work on the report and will have a draft available for review at the September meeting.

ACTION ITEM

Mark Salter to draft year end report for review by committee at September meeting.

7. WORK PLAN ITEMS / REPORTS FROM SUB-COMMITTEES

- (1) Urban Landscape
(a) Community Gardens Task Force Update

Mark Salter reported on the status of the community gardens, noting the following:

- A community garden space has been acquired at Anderson Park across from Esquimalt High School.
- Raised beds have been and continue to be constructed; waiting for soil to fill.

- Will have twenty to twenty-four spaces available.
- Thirteen applications for spaces have been received.
- Fencing needs to be completed.
- Outreach with schools has been very successful; Esquimalt High and a nearby Daycare have requested spaces. Special education students are also interested in a space.
- Two accessible planting spaces are available.
- Received great feedback on the establishment of the garden.
- Process has been enlightening for those that have participated so far.
- Coordination and start-up has been a lot of hard work but has been very rewarding.
- A very diverse group of people attended a work party on June 19th and created an enjoyable community atmosphere and event.
- People are encouraged at the prospect of the potential of additional community gardens in the municipality.
- Pumpkins have been planted and should result in a plentiful harvest in the fall.

(2) Pesticide Reduction

- (a) Increasing Public Awareness and Education Through Media

Mark Salter reported he has met with Ritchie Morrison, Township of Esquimalt Communications Coordinator to discuss increasing public awareness on pesticide education.

Vice Chair Dill suggested a news item be written and provided to Mr. Morrison for distribution.

ACTION ITEM

Mark Salter to draft a news item on pesticide awareness to provide to Ritchie Morrison, Communication Coordinator for distribution and inclusion in the upcoming community newsletter.

(3) Marina & Shoreline

- (a) Westbay Outfall

Marlene Lagoa, Staff Liaison reported a source cannot be found for the chlorinated water being discharged from the outfall. It was noted the possible source could be on private property or Department of National Defence land and is not a water main leak.

ACTION ITEM

Marlene Lagoa, Staff Liaison to request a sign identifying the outfall, its number and contact information to report any discharge be placed at the location.

(4) Solid Waste

- (a) Reduction of Waste at Buccaneer Days

Mark Salter reported CRD recycling systems were in place for separating waste at Buccaneer Days and the Boy Scouts were in charge of the separation process. Mr. Salter noted the midway operator provided no smoking signs throughout the midway area and suggested the Environmental Advisory committee work with the Buccaneer Days committee to make the event smoke free as well as waste free in 2012.

It was suggested the Environmental Advisory Committee start work on waste reduction at Buccaneer Days in January.

Councillor Gaul noted the separation of cans and bottles has increased significantly over the years and attendance at this year's event was substantially higher than in previous years.

ACTION ITEM

Councillor Gaul will enquire with the Boy Scouts for bottle and can separation statistics from previous years.

(b) Compost Workshops and Bin Sale Report

Marlene Lagoa, Staff Liaison reported ten participants registered for the composting basics workshop in May and only half attended. Ms. Lagoa suggested that a small fee be charged for future workshops to ensure attendance by registrants. Ms Lagoa further reported the composting for small spaces workshop had ten registrants with nine in attendance. Participants in the composting for small spaces workshops paid a fee for the workshop and Esquimalt residents received a voucher towards a free worm composter. Individuals that participated were very pleased with the workshops.

Ms. Lagoa reported sixty-nine composters and eighteen digesters were sold at the previous sale and will know the sales numbers from the recent workshops once the invoice is received from the Compost Education Centre. It was further noted other municipalities promote these types of initiatives about every three years but it should be noted the ban on accepting kitchen waste at the Hartland Landfill will come in to effect in 2012 and composting will need to be revisited before then.

(5) Community GHG Reduction Participation

(a) Anti-Idling

(i) CRD Anti-Idling Bylaw No. 3533

Marlene Lagoa, Staff Liaison reported municipal bylaw enforcement does not have the authority to enforce CRD bylaws. Enforcement of the CRD Anti-Idling Bylaw is handled by the Vancouver Island Health Authority (VIHA). Enforcement is complaint driven only and VIHA is focusing on education as the CRD has not implemented their plan for enforcement and ticketing. VIHA education consists of a copy of the CRD bylaw and a letter requesting compliance. Complaints can be directed to Environmental Services at VIHA. Ms. Lagoa further reported the City of Victoria and the City of Langford each have municipal idling bylaws in place and any complaints received by VIHA for those jurisdictions are referred to the appropriate municipality to handle / enforce. Ms. Lagoa noted in the circumstance the Township of Esquimalt adopts an idling bylaw, it would be the responsibility of the Township of Esquimalt to enforce its own bylaw.

(ii) Anti-Idling Signs – Current and Proposed Locations

- Report from Staff Liaison

Committee members discussed providing idle free signs to local businesses free of charge to promote idle free zones. Marlene Lagoa, Staff Liaison noted there are eight idle-free signs in storage and one sign is located in the library parking lot. Additional signs can be purchased at a cost of \$ 28.00 each.

Ms. Lagoa reported she received feedback from a resident requesting the Environmental Advisory Committee seriously consider the placement of additional signs as the municipality already has too much signage.

Committee members discussed and determined the following locations on municipal property to post idle-free signs:

- One sign at water view parking area of Saxe Point Park
- One sign at Fraser Street drop off zone in front of Recreation Centre
- One sign each at front and back entrances of Archie Browning Sports Centre

Committee members also discussed providing idle-free signs to local schools for placement in student drop-off zones.

ACTION ITEM

Marlene Lagoa, Staff Liaison to coordinate the installation of idle-free signs on municipal property at Saxe Point Park, the Recreation Centre and the Archie Browning Sports Centre.

ACTION ITEM

Marlene Lagoa, Staff Liaison to draft a letter to the administration of Esquimalt High, Ecole Victor – Brodeur, Rockheights and Macaulay Schools to offer idle-free signs for placement in student “drop-off” zones.

Councillor Gaul suggested the committee consider creating a “green award” to recognize environmental initiatives by local businesses. This item to be discussed further at the September meeting.

- (iii) The Real Cost of a Doughnut – Article from Gearhead Magazine

Vice Chair Dill noted the article is a very interesting read and highlights how small changes in behavior can make a difference.

- (iv) Anti-Idling Initiatives
- Haste BC – School Planning Information Sheet
 - Report on Macaulay and Rockheights initiatives

Councillor Gaul reported she has forwarded the HASTE BC information to both the Macaulay and Rockheights parent advisory committees and will provide the same information to the new PAC's in September. Councillor Gaul noted the PAC's encourage initiatives such as the walking school buses and group walking to assist in reducing the amount of car trips to transport children to and from school.

- (v) Municipal Fleet Operations

Marlene Lagoa, Staff Liaison noted the Township of Esquimalt does not have a program in place to reduce idling of municipal vehicles. Ms. Lagoa reported the CRD is proposing to develop a smart choices driving program. Ms. Lagoa will analyze the CRD program for development of a program in Esquimalt.

- (b) GHG Reduction Targets – Amendment to OCP

Marlene Lagoa, Staff Liaison reported the science based targets for greenhouse gas reduction have been adopted in to the Official Community plan.

ACTION ITEM

Marlene Lagoa, Staff Liaison to report on progress of greenhouse gas reduction plan at the September meeting.

- (6) Environmental Outreach Workers
(a) Framework Development

Councillor Garrison reported both himself and Marlene Lagoa, Staff Liaison have been unsuccessful in receiving a response from Royal Roads University. Councillor Garrison will continue to pursue acquiring an undergraduate to develop a framework for the committee. Councillor Garrison also suggested the committee consider other options for acquiring outreach workers.

Blair Irwin suggested the Communications Department at Royal Roads University be contacted as that department may also have a program in place from which students could be obtained to develop a framework.

ACTION ITEM

Councillor Garrison to follow up in September with the Environmental Science and Communications departments at Royal Roads University for students to take on framework development as a project.

8. REPORT FROM STAFF LIAISON

Marlene Lagoa, Staff Liaison provided reports on the following:

- Development amenities are designated to the neighbourhood in which the development is located, therefore the solar trash compactor identified as an amenity from the Craigflower Road development will be located in the development neighbourhood.
- Solar hot water has been installed on the roof of the municipal hall and even though the Township of Esquimalt was not successful in acquiring a Solar BC grant, the township will be promoting solar energy in the community.
- Energy audits of municipal facilities have taken place and solar will be installed on the roof of the Recreation Centre by the end of 2010. Audit results will be presented to Council on July 12th.
- A Home Energy Savings workshop will be taking place at the Municipal Hall on Thursday, July 15th from 7:00 – 9:00 p.m. Home energy assessments as well as other donated items will be given away as door prizes.

9. COMMITTEE MEMBER ANNOUNCEMENTS

Councillor Gaul reported the upgrades to the Archie Browning Sports Centre are going very well and energy efficiencies will be included in the upgrades. The Recreation Centre will also have energy retrofits installed.

Councillor Garrison reported Council has endorsed a resolution to support a permanent ban on coastal drilling and bulk crude oil tanker traffic in BC waters. Councillor Garrison also reported the CRD Climate Action Steering Committee will be meeting on July 16th.

(1) Esquimalt Village Project Update (**Late Item**)

Councillor Garrison provided the committee with an update on the Esquimalt Village project, noting the project is moving forward and conceptual plans for phase one will be available at an open house scheduled for Wednesday, July 7th from 5:00 – 8:00 p.m. in the Council Chambers. Councillor Garrison noted the project will include density and has requested the addition of green features.

(2) Sewage Treatment Update (**Late Item**)

Councillor Gaul provided the committee with an update on the status of the CRD sewage treatment plant and noted the CRD announced McLoughlin Point as the sole treatment plant site for the region. Processing site(s) for solids will need to be acquired. The CRD will be holding an informational meeting(s) in early July in Esquimalt.

10. NEXT MEETING

The next meeting of the Environmental Advisory Committee will take place on September 23, 2010.

11. ADJOURNMENT

The meeting adjourned at 9:45 p.m.

, Chair

This 23rd day of September, 2010

PowerSmart CEEP QuickStart Pilot Program Overview

Fall 2010



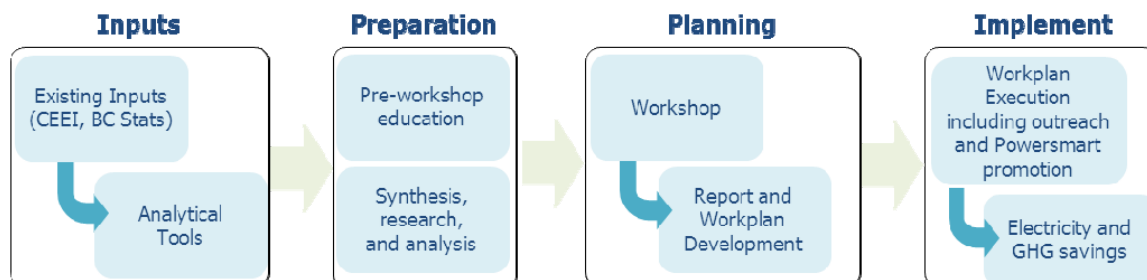
What is CEEP QuickStart?

Community Energy and Emissions Plan (CEEP) QuickStart is a program that BC Hydro is developing to assist communities under 20,000 population in BC Hydro territory with CEEP's.

CEEP QuickStart is designed to:

- Leverage existing data such as Community Energy & Emissions Inventory (CEEI), BC Stats, and BC Assessment Authority
- Deliver a practical project plan based on specific policy, regulatory, fiscal, and operational actions
- Recognize the time and resource challenges faced by local governments
- Rapidly get to practical actions

The CEEP Quickstart process is depicted in the graphic below:



CEEP QuickStart supports local governments in achieving the GHG reduction and energy conservation targets that they have set in their Official Community Plans or Regional Growth Strategies.

What is the CEEP QuickStart Pilot?

BC Hydro is looking to pilot the CEEP QuickStart program in a small group of communities in advance of a full program launch in fall 2010. These pilots will assist BC Hydro in refining the CEEP QuickStart program before a full program launch is conducted. Pilots will take place during September and October 2010. Some pilot communities may be profiled within the program launch and at conferences in 2010 and 2011 to support program launch.

Pilot Requirements:

Your community has come forward as a potential pilot community. To ensure that the CEEP QuickStart Pilot is right for your community, it is important to a) understand the responsibilities of the pilot community, BC Hydro & the Community Energy Association; b) understand the pilot process and c) the deliverables and limitations of the pilot project. Please read and discuss the following with key stakeholders in your organization and your BC Hydro Key Account Manager:

a) Responsibilities:

Pilot Community:

- Agree to be a pilot community
- Identify participants for the planning workshop (i.e. Planning, Operations, Council, External Resources, Community Stakeholders i.e. business, ENGOs, etc.)
- Obtain commitment to pre-reading and 1 full day workshop participation from participants (approximate 2 day time commitment total from all participants)
- Arrange space and catering for full-day workshop (held within pilot community) in cooperation with BC Hydro
- Provide requested data (see Appendix A – examples: GHG targets from OCP if any, current zoning map, ortho photo of jurisdiction ideally with sewer alignment / lift stations / municipal and public sector buildings identified)
- Ensure all participants actively participate in full-day planning workshop
- Complete Council Briefing Document (from BC Hydro-provided template) within 4 weeks after workshop date
- Obtain council commitment to implement actions outlined in the Council Briefing Document

BC Hydro & Community Energy Association (CEA):

- Provide pre-reading material on practical actions, key questions, and considerations in calculating benefits of actions
- Provide guidance in selecting participants and preparing for workshop
- Review existing relevant information and plans
- Provide experienced facilitator for workshop
- Provision of Community Energy and Emissions Plan Briefing Document Template

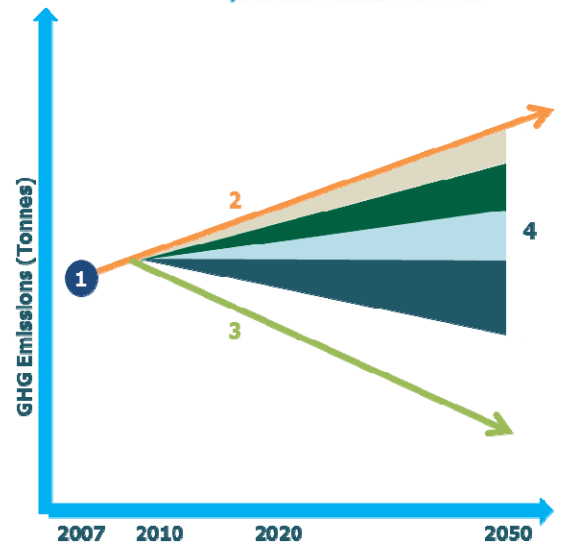
b) Pilot Process:

The CEEP QuickStart Pilot Process consists of the following steps:

1. Pilot communities send required pre-workshop information to BC Hydro in advance of the scheduled workshop (see Appendix A)
2. Participants complete pre-reading in advance of the scheduled workshop
3. Facilitator-led 1 day workshop and establishment of CEEP Action Plan
4. Pilot community project lead completes a Council Briefing Document based on workshop outcomes/project plan (BC Hydro/CEA will provide a template)
5. Project lead presents to council for approval of action items

There are four elements of a CEEP plan including:

1. **BASELINE:** 2007 Energy and Emissions from CEEI (from Province of BC)
2. **BUSINESS AS USUAL FORECAST:**
 - a. Population forecast (BC Stats and local government)
 - b. Impact of provincial commitments (tailpipe standards, fuel standards, building code)
3. **TARGET:** From Official Community Plan (legal requirement for GHG reduction target) expressed as an annual percentage
4. **ACTION PLAN:** List of actions and approach to estimating impacts plus locally specific opportunities



These steps create an action plan. A plan to implement with actions by quarter for several years is also developed as part of this process.

BC Hydro consultants, the Community Energy Association (CEA) will lead participants through an intensive workshop of approximately 6 hours which will cover:

- Introductions and process overview
- Review of current emissions and targets
- Discussion of key questions to uncover opportunity areas
- Collaborative exercise to identify specific actions and timing
- Calculating likely impacts of actions
- Comparing projected results of actions to targets
- Identifying next steps

This workshop assumes that participants have completed the pre-reading and come to the meeting ready to meaningfully and productively participate. A typical workshop agenda (which will be customized to meet the unique needs of individual communities) is outlined below:

• 8:30-9:00	Refreshments & Setup
• 9:00 – 9:10	Opening remarks by Mayor, Councilor or senior staff
• 9:10 – 9:15	Review goals of the day and timing
• 9:15 – 9:45	Introductions and review of current actions,
• 9:45 – 10:00	Review inventory including sources and BAU scenario
• 10:00 – 10:15	Confirm actions to examine and desired targets
• 10:15 – 10:25	Break
• 10:25 – 12:00	Review first two to three priority actions and refine model formula to reflect unique local situation
• 12:00 – 12:45	Lunch
• 12:45 – 2:30	Review next three to four priority actions
• 2:30 – 2:45	Break
• 2:45 – 3:30	Finalize remaining actions and establish sequencing / timing
• 3:30 – 3:45	Wrap-up and next steps
• 3:45 – 4:15	Debrief between facilitator and local government lead

c) Deliverables & Limitations:

The CEEP QuickStart Pilot Process **WILL**:

- Increase climate action capacity among participants
- Result in an action-oriented community energy and emissions plan including specific recommendations, workplan, and an overview appropriate for council.

To deliver a CEEP that is cost-effective and fits within time constraints of small communities the CEEP QuickStart pilot **WILL NOT**:

- Include extensive public engagement beyond the workshop (though local governments can do this on their own)
- Present results to council (local government staff are expected to do this)
- Conduct detailed spatial / GIS modeling

Support for facilitating implementation of the plan is being discussed, but no decisions have been made yet on the scope or scale of such support.

APPENDIX A:
Required Data for CEEP QuickStart

Participating communities in the CEEP QuickStart Pilot Program are requested to provide the following **if available** to April Shaw (april.shaw@bchydro.com; 604-453-6482) **at least two weeks** before the scheduled workshop:

1. Map of community showing zoning (softcopy PDF to consultant and large format foam board for the workshop)
2. Arial photo (or similar) map of community with sewer alignment, local government buildings, and key public sector buildings identified (softcopy PDF to consultant and large format foam board for the workshop)
3. Current Official Community Plan (OCP)
4. Relevant parts of Regional Growth Strategy (RGS)
5. List and short description of current initiatives to reduce energy and emissions in the community
6. Overview of any factors that may provide unique or atypical opportunities or challenges for the community from an energy and emissions perspective
7. Summary of initiatives that are already planned that may impact energy and emissions in the community
8. Any relevant studies that have been recently completed (such as district energy studies, bio-energy studies, trip diaries...)
9. List of attendees (including name, position and organization)
10. Carbon Neutral Strategy/Climate Action Plan for local government operations
11. Any specific topic areas that are of special interest to cover in the workshop/plan