



**CORPORATION OF THE TOWNSHIP OF ESQUIMALT**  
**MINUTES**  
**ENVIRONMENTAL ADVISORY COMMITTEE**

Thursday, October 28, 2010  
7:00 p.m.  
Council Chambers, Municipal Hall

**PRESENT:** Larry Dill, Chair  
Mark Salter, Vice Chair  
Councillor Randall Garrison  
Councillor Alison Gaul  
Blair Irwin  
Dianne Kleinman  
Chris Zegger-Murphy

**GUEST:** Carole Witter, Owner, Hidden Harbour Marina

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

**REGRETS:** Beth Sobieszczyk

**1. CALL TO ORDER**

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

**2. LATE ITEMS**

There were no late items.

**3. APPROVAL OF THE AGENDA**

Moved by Dianne Kleinman, seconded by Chair Dill that the agenda of the Environmental Advisory Committee meeting of October 28, 2010 be approved as presented.  
The motion **CARRIED**.

**4. PRESENTATION**

(1) Carole Witter, Hidden Harbour Marine Centre

Carole Witter, co-owner of Hidden Harbour Marine Centre attended the meeting of the Environmental Advisory Committee to address the concerns raised around possible sewage discharge from Hidden Harbour Marine Centre. Mrs. Witter addressed the committee.

Mrs. Witter and her husband have owned and operated the Marine Centre for 25 years. The Centre can accommodate 35 – 40 boats depending on the size of vessel and space availability. Of those, 20 – 30% are live-aboards. Many customers are long term tenants, resulting in a familiarity with guests and a minimal number of transient moorage users.

The Centre also owns one of two float homes located at the site. The float home owned by the Centre has an incinerating toilet and the other float home will be installing a composting toilet.

All moorage users are required to sign a moorage contract and agree to comply with Transport Canada's standards for sewage treatment disposal relating to float homes and live-aboards and to also abide by the Centre's rules and regulations. The Centre has specific rules and regulations for black water. Mrs. Witter reviewed the Transport Canada standards as they pertain to sewage disposal and also reviewed the Hidden Harbour Marine Centre rules and regulations.

The Centre does not have on-site pump-out facilities but guests can pump-out at facilities at Fisherman's Wharf or the Coast Harbourside. Hidden Harbour Marine Centre also has land based washroom facilities available for their tenants and guests.

It is typical for float homes to be permanently hooked up to a disposal system. Pump out stations are made available to vessels due to their transient nature. The use of pump-out facilities, no matter where you moor or motor in West Bay or the harbour, is based on the honor system.

In 2009, Hidden Harbour Marine Centre received a letter from Transport Canada notifying the centre of a report of black water discharge at the facility. The Centre provided a response to Transport Canada and noted the lack of details did not allow the Centre the opportunity to identify the source and validity of the reported occurrence. At the time, Centre management reminded patrons of the regulations and terms of their agreement with the Centre regarding discharge of black water. The Centre requested Transport Canada to provide more specific details, such as identifying the vessel(s), where and when the occurrence happened and proof of the occurrence. These additional details would assist in dealing directly with an infraction should one ever take place in the future.

Mrs. Witter noted water quality studies have been completed in the West Bay basin in the past and understands the results show the current system is working. Mrs. Witter believes another study of water quality is currently underway.

Mrs. Witter expressed her concern with the lack of effort to contact Hidden Harbour Marine Centre about the concerns of sewage discharge and engage the owners in discussion. Mrs. Witter also said the minutes of the September 23, 2010 meeting of the Environmental Advisory Committee noted the Centre was inaccessible. Mrs. Witter informed the committee that the Centre is fully accessible and she and her husband live and work at the marina and are available 24 hours a day, 7 days a week either at the facility or by telephone.

Mrs. Witter noted the management of Hidden Harbour Marine Centre believe their customers are abiding by the rules and regulations concerning black water discharge and requested any evidence of someone discharging sewage in to the harbour at their marina be forwarded to the owners who will take the necessary steps to correct the behavior.

Mrs. Witter responded to questions from the committee.

Mrs. Witter clarified Hidden Harbour Marine Centre is located at 475 Head Street between Sailors Cove Marina and West Bay Marina.

Councillor Garrison assured Mrs. Witter the minutes from the September 23, 2010 meeting of the Environmental Advisory Committee would be amended to correctly reflect his report to the committee.

Mrs. Witter reiterated that Hidden Harbour Marine Centre is abiding by the law and has rules and regulations in place that their patrons must abide by and the pumping out of black water is based on an honor system. Mrs. Witter acknowledged one vessel had been seen emptying a chamber pot overboard and spoke with the owner of the vessel. Mrs. Witter noted she will also confirm the completion of the installation of the composting toilet in the second float home.

Committee members noted that other facilities in the vicinity have hook-ups and/or facilities available for their patrons to facilitate the discharge of black water and noted they would like to see Hidden Harbour Marine Centre provide the same type of options to their tenants and guests.

5. **MINUTES**

Councillor Garrison noted an error in the minutes and requested the following paragraph under item **9. WORK PLAN ITEMS / REPORTS FROM SUB-COMMITTEES** (3) Marina & Shoreline (c) Marina Sewage Discharge be amended as follows:

Councillor Garrison reported that he had met with ~~one of the owners Manager~~ at Archipelago Marine Research, located at Westbay. ~~, to discuss living wage and what is being pumped out of the marinas. A tour of the marinas found that all two marinas, except Hidden Harbour, had hookups.~~ **Councillor Garrison did not visit** Hidden Harbour Marina ~~was inaccessible~~ but it appears there are live-aboards and no evident sewage hookup. Committee members discussed reporting the concern to the Harbour Master. Chair Dill had done so in 2009 and requested follow-up.

Councillor Garrison reported that he had met with one of the owners at Archipelago Marine Research, located at Westbay. A tour found that two marinas had hookups. Councillor Garrison did not visit Hidden Harbour Marina but it appears there are live-aboards and no evident sewage hookup. Committee members discussed reporting the concern to the Harbour Master. Chair Dill had done so in 2009 and requested follow-up.

Moved by Councillor Garrison, seconded by Dianne Kleinman that the minutes of the Environmental Advisory Committee meeting of September 23, 2010 be approved as amended. The motion **CARRIED**.

6. **OLD BUSINESS**

(1) 2009 Year End Final Report

Chair Dill noted he made some minor edits to the section highlighting the committee's activities and accomplishments. Committee members reviewed the memorandum and it was requested that the sentence "Manned a Buccaneer Days booth, . . ." be changed to "Staffed a Buccaneer Days booth, . . ."

Moved by Vice Chair Salter, seconded by Blair Irwin, that the report be approved with the amended and noted changes and be forward to Council for their review. The motion **CARRIED**.

(2) Heat Pumps – Follow-up by Staff Liaison

Marlene Lagoa, Staff Liaison updated the committee on the following:

- Green Building Checklist includes reference to heat pump technology
- A permit is not required for installation
- Current zoning bylaw requires a minimum of a 6 metre (20 feet) setback from any property line
- Any noise complaints fall under the parameters of the noise control bylaw

Committee members continued to discuss heat pumps and their effects on the community. Councillor Garrison noted he has received feedback from members of the community on the issue.

Moved by Councillor Garrison, seconded by Vice Chair Salter, that the Environmental Advisory Committee recommend Council direct the Development Services Department to review the permitting and noise levels of heat pumps as they pertain to new buildings and retrofits and report back to Council.

The motion **CARRIED**.

**7. NEW BUSINESS**

(1) Environmental Initiatives “Green Award” to Recognize Local Business

Councillor Gaul suggested the committee consider introducing a green award to recognize local businesses and noted another advisory committee to Council, the Access Awareness Advisory Committee has done some work recognizing local businesses for their level of accessibility.

Committee members discussed and agreed that it was a great idea.

**ACTION ITEM**

Councillor Gaul to contact Access Awareness Advisory Committee to enquire about their recognition program and report back to the committee.

(2) Revised Green Buildings Checklist

Chair Dill noted the green buildings checklist required some minor edits and requested committee members provide them to Marlene Lagoa, Staff Liaison to forward to Development Services.

Committee members discussed the noise associated with heat pumps and recommended the following question be added to the checklist after question 49: “What action will you take to reduce the noise level of your heat pump?”

Committee members discussed the checklist noting the following:

- What will the checklist be used for?
- How will it be available to the public?
- Very wordy
- Difficult to understand
- Will the checklist be available for the public to review?
- Suggested the checklist be made available online
- Include references, guidelines and links to source material to assist in completion by those who are not developers and do not have extensive building / development knowledge
- Too long
- Need to consider all stakeholders completing checklist
- Different layout or two separate checklists to reflect the type of permit application
- Determine a trigger, such as price of project, to determine which checklist to complete

Councillor Garrison and Councillor Gaul provided the following clarification of the green building checklist:

- Will be included with the development permit application and will assist in providing information to Council during the approval process.
- Is for informational purposes and is to assist the individual applying for a permit with a way to advise the Development Services Department, the Advisory Planning Commission and Council about green and innovative features being included in their development.
- The Advisory Planning Commission has recommended the document (checklist) be reviewed and updated as required.
- Will be utilized as an educational tool in the beginning as the checklist is revised to correctly reflect the desired questions.

The committee discussed and agreed to recommend the Director of Development Services consider a separate short and long form to facilitate different applicants based on a dollar value for their project. The Committee also noted their appreciation of these types of initiatives and strongly support the development and implementation of green initiatives in the municipality.

**ACTION ITEM**

Committee members to provide minor edits of checklist to Marlene Lagoa, Staff Liaison.

**ACTION ITEM**

Marlene Lagoa, Staff Liaison to provide minor edits and noted revision of checklist to Barbara Snyder, Director of Development Services before November 8<sup>th</sup> deadline.

**8. WORK PLAN ITEMS / REPORTS FROM SUB-COMMITTEES**

- (1) Urban Landscape
  - (a) Esquimalt Community Gardens Society Update

Vice Chair Salter reported the community garden grand opening took place on October 22<sup>nd</sup>. The event was very successful and included an opportunity for Mayor Desjardins and youngsters to carve a pumpkin grown in the garden. The event was also attended by local media. Vice Chair Salter further reported the society is continuing to receive enquiries about creating new allotment gardens and will be providing an updated report to the committee on the status of the garden.

Marlene Lagoa, Staff Liaison noted the insurance issue has been brought to the attention of the Parks Manager.

- (b) Future Projects and Budget

Vice Chair Salter suggested a community garden fund be established and the municipality contribute to this fund. The fund would be utilized to expand the current community garden and create other community gardens within the municipality.

Councillor Garrison noted the urgency to collect the necessary information quickly in order to provide to Council to include in 2011 budget discussions which will be starting soon. Councillor Garrison further noted the society will need to consider working in partnership with another organization in order to continue in a positive direction.

Vice Chair Salter noted changes will need to be made to the structure of the society in order to continue with the administration / running of the garden.

Committee members discussed ideas for future projects.

Chair Dill noted Andrea Lawseth of LifeCycles talked to the committee at the last meeting of the Environmental Advisory Committee about programs such as the "Sharing Backyards Program" and the "Fruit Tree Project" and enquired if the committee would like to consider taking on an initiative of this type.

Chris Zegger-Murphy suggested the municipality consider a new initiative for municipal boulevard tree replacement. Any required replacements be replaced with an appropriate type of fruit tree. Mr. Zegger-Murphy further suggested the Township consider permitting residents to plant and maintain trees on municipal boulevards. Councillor Gaul will research to determine if any other municipalities have introduced similar programs.

Councillor Garrison suggested the committee consider participating in a project that would include entering in to an agreement with a local non-profit organization to create a food production opportunity. A piece of vacant municipal land would be utilized and the crops would be split equally between the partner non-profit organization, participating gardeners and the food bank.

**ACTION ITEM**

Councillor Gaul to research if other municipalities have replacement programs for municipal trees and of those programs, if any include replacement with fruit trees.

**ACTION ITEM**

All committee members to think of ways the committee can partner in a pilot project with LifeCycles on one or more of their initiatives.

- (2) Pesticide Reduction
  - (a) Pesticide Awareness News Item for Community Newsletter

Vice Chair Salter reported he will be meeting with the Municipal Communications Coordinator to arrange the submission of an article in the spring newsletter.

**ACTION ITEM**

Vice Chair Salter to report back to committee at next meeting on status of the article.

- (3) Marina & Shoreline
  - (a) Westbay Outfall

Chair Dill reported the containment boom has been removed and the discharge noted in the past ceased to run during the dry weather in October. Chair Dill further reported signage has still not been erected at the outfall.

Marlene Lagoa, Staff Liaison reported there is a sign on order.

- (b) CRD Marine Monitoring Advisory Group

Chair Dill reported he is a member of the CRD Marine Monitoring Advisory Group which includes representatives from CRD Environmental Services, Vancouver Island Health Authority, BC Ministry of the Environment and the Department of Fisheries and Oceans Canada. Chair Dill noted he will be able to network with members of the advisory group which will be beneficial to the Environmental Advisory Committee.

Chair Dill reported on the following from the CRD Marine Monitoring Advisory Group meeting of October 18<sup>th</sup>:

- Has discussed coliform counts at Westbay with CRD staff
- CRD will be placing more emphasis on storm water
- CRD will not be increasing, and in some cases, not continuing monitoring programs at Clover Point and Macaulay Point until a treatment plant location is finalized.

- (c) Marina Sewage Discharge

Councillor Garrison reported the recommendation from the September 23, 2010 meeting of the Environmental Advisory Committee requesting Mayor and Council to write a letter to the Harbour Master about sewage discharge concerns was referred to staff for a report.

Chair Dill noted the difficulties associated with the availability of opportunities for boaters to pump-out their vessels.

Committee members discussed the problems associated with sewage discharge from vessels and the lack of control of how individuals deal with their black water.

Moved by Councillor Garrison, seconded by Councillor Gaul, that the Environmental Advisory Committee recommend that no further action be taken by Council as it pertains to the concern regarding sewage discharge at Hidden Harbour Marine Centre and any future concerns and/or complaints regarding sewage discharge be brought directly to the attention of the owners of Hidden Harbour Marine Centre.

The motion **CARRIED**.

Chair Dill made the suggestion to Mrs. Witter that any vessels moored at Hidden Harbour Marine Centre and not mobile, have compostable toilets.

Mrs. Witter departed the meeting.

(4) Solid Waste

Vice Chair Salter reported he recently observed paint scrapping being left on the side of the road after municipal workers had prepared an area of the curb for repainting. Marlene Lagoa, Staff Liaison will bring this to the attention of the Director of Engineering and Public Works.

**ACTION ITEM**

Marlene Lagoa, Staff Liaison to provide details to the Director of Engineering and Public Works about the neglect of clean-up after paint preparation.

Committee members enquired as to the follow-up by Marlene Lagoa, Staff Liaison, with the Director of Parks and Recreation, on the possibility of banning all plastic bottled beverages and replacing them with cans or glass containers. Marlene Lagoa, Staff Liaison reported she will discuss the item with the Director of Parks and Recreation.

**ACTION ITEM**

Marlene Lagoa, Staff Liaison to discuss the possibility of banning all plastic bottled beverages and replacing them with can or glass containers with the Director of Parks and Recreation.

(5) Community GHG Reduction Participation

- (a) Anti-Idling
  - (i) School Signs

Marlene Lagoa, Staff Liaison reported the two remaining idle free signs have been delivered to Macaulay School and is waiting for a response from École Brodeur. Ms. Lagoa further reported idle free signs in French have been ordered and will cost approximately \$ 50.00.

- (ii) Anti-Idling Signs for Businesses

Chair Dill reported he visited the A & W Restaurant in Esquimalt and spoke with staff. It was noted the drive-thru at that location does not have a designated waiting area but does have a timing device that keeps track of the waiting time at the drive-thru window. Chair Dill reported that on the day of his visit the average wait time at the drive-thru window was 1.5 minutes and the annual average is 1.2 minutes, which is in compliance with the CRD bylaw.

- (b) Solar Lighting

Marlene Lagoa, Staff Liaison reported the recommendation from the September 23, 2010 meeting of the Environmental Advisory Committee recommending Council direct the Parks and Recreation Department and the Engineering and Public Works Department to look into replacing park, pathway and street sign lighting with solar technology was referred to the Director of the respective departments for further comment.

- (c) CEEP Workshop – October 18, 2010 – Verbal Report

Marlene Lagoa, Staff Liaison reported the day long CEEP (Community Energy and Emissions Plan) Workshop had a good turnout and was a great learning experience for both presenters and participants. Esquimalt was the first pilot workshop and attendees learned about the program and the tools that Esquimalt can utilize to assist in achieving greenhouse gas reduction and energy conservation targets. Ms. Lagoa will prepare a report to present to Council in November on the workshop.

Councillor Garrison noted the workshop provided for an opportunity to evaluate options and scenarios for consideration when working to achieve desired outcomes.

Committee members requested to review Ms. Lagoa's report to Council regarding the workshop at the next meeting of the Environmental Advisory Committee.

**ACTIO ITEM**

Marlene Lagoa, Staff Liaison to provide a copy of the CEEP workshop report which will be presented to Council for inclusion on the next Environmental Advisory Committee agenda.

- (6) Environmental Outreach Workers
  - (a) Royal Roads University Project(s) Update

Marlene Lagoa, Staff Liaison reported the recommendation from the September 23, 2010 meeting of the Environmental Advisory Committee recommending the Township of Esquimalt enter in to a project partnership with Royal Roads University students to develop a social marketing campaign for plastic shopping bags, and \$500 of the Environmental Advisory Committee's budget, plus reasonable expenses, be allocated to the project; and that staff provide regular project updates was approved.

Marlene Lagoa, Staff Liaison further reported the recommendation from the September 23, 2010 meeting of the Environmental Advisory Committee recommending the Township of Esquimalt enter in to a project partnership with Royal Roads University students to develop a framework for community engagement in climate action and funds from the Environmental Advisory Committee budget be utilized for expenses of the project was also approved.

Ms. Lagoa reported Council noted the committee did not have to request permission on how to allocate their budget funds.

Councillor Garrison noted Council requested the students participating in the project ensure local businesses are included in discussions, development and processes.

Marlene Lagoa, Staff Liaison noted she will be providing committee members with updates and reports on the status of the projects as it progresses.

Marlene Lagoa, Staff Liaison reminded committee members of the remaining funds in the committee budget and suggested committee members determine if they would like to designate any remaining funds to any projects they would like to commit to starting before the end of 2010.

**ACTION ITEM**

All committee members to consider options / projects for which to designate committee budget funds to prior to the end of 2010.

**9. REPORT FROM STAFF LIAISON**

Marlene Lagoa, Staff Liaison distributed information to committee members about the solar community initiatives and the current CRD transportation tune-up initiative.

**10. COMMITTEE MEMBER ANNOUNCEMENTS**

Vice Chair Salter reported he attended a recent BC Transit "Futures" Open House and noted he felt there was no long term vision for transit in the capital region. Vice Chair Salter did note that participants at the event voiced suggestions for the creation of a ferry service between the Westshore and Victoria.

Chris Zegger-Murphy reported the company that installed the solar hot water unit at the municipal hall has a small demo unit that could be utilized by the committee for demonstration purposes at local events. Mr. Zegger-Murphy further reported a solar lighting company has a solar lighting demo piece that could be borrowed for demos also.

Mr. Zegger-Murphy noted the Island Corridor Foundation has announced it is moving forward with its plans for passenger service between Nanaimo and downtown Victoria.

**11. NEXT MEETING**

The next meeting of the Environmental Advisory Committee will take place on November 25, 2010.

**12. ADJOURNMENT**

The meeting adjourned at 9:36 p.m.

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Mark Salter , Vice Chair

This 25<sup>th</sup> day of November, 2010