

Terms of Reference

Project Name: Township of Esquimalt Climate Action Planning Project

Project Manager: Tricia deMacedo, Planner 2- Policy

Start Date: November 1, 2019

Project Objectives

The objectives of the project are:

- (1) To provide short term, immediate actions, that can be funded from existing budgets or grants, to begin addressing the climate emergency;
- (2) To update the existing draft Community Energy and Emissions Plan to create a more fulsome and up-to-date understanding of community emissions;
- (3) To develop plans to achieve significant energy conservation and greenhouse gas (GHG) reductions in both Esquimalt's corporate operations and the community at large;
- (4) To satisfy the requirements of the Partners for Climate Protection (PCP) program's corporate and community Milestones One, Two, and Three;
- (5) To incorporate the results of the Adapting Together Project with ICLEI Canada into the Climate Action Plan by taking a low carbon resilience approach to climate planning that recognizes the inter-relatedness of climate mitigation and climate adaptation and that maximizes the synergies between them;
- (6) To build public, staff and stakeholder knowledge and support for the actions that will come from the development of the plan; and
- (7) To provide long term direction to Esquimalt to become a 100% renewable energy community and achieve carbon neutrality by 2050.

Background

The Township of Esquimalt has had targets within the Official Community Plan (OCP) for the reduction of greenhouse gasses in the municipality since 2010. These were updated in the 2018 Official Community Plan (OCP) and are outlined in section 13.3 of the OCP as follows:

- Take action to reduce community greenhouse gas (GHG) emissions by at least 38% by 2030, compared to 2007 levels.
- Strive for the ultimate objective of carbon neutrality by realizing zero net community GHG emissions by 2050.

The Township also reports annually on corporate GHG emissions through the Climate Action Revenue Incentive Program (CARIP) which assists municipalities with a grant equal to the cost

of the carbon tax paid on municipal fuel purchases. A summary of Esquimalt's corporate and community GHG inventories, climate actions to date and progress towards targets is provided in the attached 'Township of Esquimalt Climate Action Progress Report'. Like many other municipalities and organizations, the Township has had difficulty achieving a significant decline in both corporate and community emissions. A climate action plan will help the Township direct its efforts for GHG reduction to those policies and activities.

Most recently, in response to the IPCC's October 2018 report, Esquimalt Council declared a Climate Emergency which resolves that "the Township of Esquimalt collaborate with the Capital Regional District and other local governments to work towards achieving carbon neutrality within the region by 2030."

The Township has also recently become a member of the Federation of Canadian Municipalities Partners for Climate Protection and is following the 5 milestone framework in order to reduce both corporate and community-wide GHGs. On the corporate side, the Township has achieved Milestone 1. The setting of targets within the OCP has allowed the Township to achieve Milestone 2 for community climate action.

The purpose of this project is to take the steps necessary to move the municipality forward on climate action planning and implementation both within the corporation itself and in the greater community.

Project Principles

- The Township will lead by example and set at least the same performance targets for corporate GHG reductions as those determined for the community.
- The community will have multiple opportunities to provide input and feedback into the plan's development and will understand better their own role to play in addressing the climate crisis.
- Preparation of the inventory will follow established protocols for GHG accounting for cities as laid out in the Global Protocol for Community-Scale GHG Emission Inventories (GPC) and PCP Protocol: Canadian Supplement to the International Emissions Analysis Protocol.
- The imperfections of available inventory data will not hinder the implementation of the action plan.
- Wherever possible, the actions and strategies within the plans will be designed to achieve multiple benefits such as improved resident health, ecosystem and biodiversity protection and improvements, emergency preparedness, financial savings and economic opportunities.
- The plan will focus on actions under the control or influence of the Township, but will not be limited to these actions alone. The plan will identify opportunities for collaboration to address climate issues as well as areas where the Township can advocate, share information etc.
- The plans will contain performance indicators so that it will be possible to monitor and track progress towards each action.

Project Budget

Budget has been allocated for this project in the 2019 financial plan.

Project Schedule

Once Council approves the final Terms of Reference, the project will start with the development of a request for proposals (RFP) and bidding process to obtain consulting services. All deliverables will be completed by October 31, 2020. More details on the project schedule can be seen in Scope of Work section.

Roles and Responsibilities/Stakeholders

Stakeholder	Role/Responsibility
Mayor and Council	Decision making/Review/Funding
Staff	Planning, RFP review, consultant selection, oversight, review, reporting.
Community members	Consultation
BC Sustainable Energy Association	Consultation
Songhees First Nation	Consultation
Esquimalt First Nation	Consultation
CFB Esquimalt	Consultation
School Districts	Consultation
Esquimalt Chamber of Commerce	Consultation
Environmental Advisory Committee	Consultation, review
Advisory Planning Committee	Consultation, review
Parks and Recreation Committee	Consultation, review
Partners for Climate Protection	Technical advice
Energy utilities	Technical advice
Community Energy Association	Technical advice
ICLEI Canada	Technical advice
Building and development industry	Technical advice, consultation
Environmental agencies and non-profits	Technical advice, consultation

Scope of Work

Phase 1 – Climate Emergency Response Report		
Action(s)	Deliverable(s)	Timeframe
Identify actions that could be implemented in 2020 to address climate emergency motion. Review Climate Emergency actions and Action Plans of CRD municipalities.	List of actions that can be implemented within the short term that could be included in the budget deliberations for 2020. Includes potential GHG reduction for each action.	March 31, 2020
Phase 2 – Esquimalt Climate Action Plan		
Action(s)	Deliverable(s)	Timeframe
Update the community GHG emissions inventory and business as usual (BAU) forecast (to 2050) using industry best practices.	Community GHG inventory including residential, institutional, commercial, industrial, on-road transportation, and solid waste sectors for area excluding CFB Esquimalt. BAU energy increases for 2050.	March 31, 2020
Prepare strategy to engage staff and the community.	Engagement plan including educational sessions/speakers for the community.	March 31, 2020
In consultation with staff, stakeholders and the public, develop a set of strategies and actions that are appropriate to the community and achieve the 2030 GHG target, taking into consideration that the Township has committed to 100% renewable energy by 2050.	Develop scenarios and model energy and GHG emissions reductions for each scenario.	August 31, 2020
Building on the completed adaptation plan, integrate the adaptation strategies and actions into the climate action plan	Draft Climate Action which includes prioritized strategies and actions, GHG emissions reduction potential, co-benefits, and a funding and implementation strategy.	October 31, 2020
Phase 3 – Corporate Energy and Emissions Plan		
Action(s)	Deliverable(s)	Timeframe
Conduct energy audit of municipal facilities.	Energy audit report including baseline energy use, identification of efficiency measures, energy and emissions savings potential and cost projections.	July 31, 2020
Identify actions to reduce energy and emissions within the corporation considering both mobile and stationary sources of emissions.	Corporate Energy and Emissions Plan including modeled GHG reduction potential for each action/strategy.	September 30, 2020

Public Engagement

The community will be involved through the public engagement process in order to ensure that their ideas, concerns and feedback are incorporated into the action plan. Community involvement in the adaptation plan is currently in process. A significant objective of the community engagement is to increase awareness of the challenges to come and to build support for the proposed strategies.

The planning process will use public engagement strategies using the International Association of Public Participation (IAP2) spectrum from inform to collaborate. Specifically, the plan will try to reach those segments of the population that are typically less represented in engagement processes. The plan will also be informed by the extensive public engagement that took place during 2016-2018 for the OCP update and more recently, the Adapting Together Project.

IAP2 Public Participation Spectrum				
	Inform	Consult	Involve	Collaborate
Public participation goal	To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions	To obtain public feedback on analysis, alternatives and/or decisions.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.
Promise to the public	We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will look to you for advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.
Proposed techniques	<ul style="list-style-type: none"> • Website • News articles • Speaker series • Open houses • Public notices • Social media 	<ul style="list-style-type: none"> • Public comment • Open houses • Surveys • Public meetings 	<ul style="list-style-type: none"> • Workshops • Individual meetings 	<ul style="list-style-type: none"> • Advisory committees

Relationship to other Initiatives

The plan will be informed by previous efforts and ongoing programs/policies including, but not limited to, those listed in the table below.

	Ownership	Comments
Official Community Plan (2018)	Corporate Services/Development Services	Outlines targets for GHG reduction and policies for transportation, buildings, landscaping, water use and energy conservation.
Draft Community Energy and Emissions Plan (2013)	BC Hydro/Township	BC Hydro led program to draft CEEP. Contains strategies and action to reduce community GHGs.
Energy Audit of municipal buildings (2010)	Corporate Services	Audit of municipal buildings and lighting for energy reduction. Work was completed in 2013/2014.
Asset Management Planning	Engineering and Public Works	Ongoing.
Adapting Together with ICLEI Canada (2019-2020)	Township of Esquimalt and ICLEI Canada	Ongoing project to develop action plan for adaptation to climate change.
Sea Level Rise and Tsunami mapping project	Capital Regional District	Ongoing project to update SLR mapping for entire CRD coastline.
Residential Retrofit Acceleration Project	City Green	Ongoing until 2020.
Green Fleet Purchasing Policy (2011)	Engineering and Public Works	Existing draft policy to reduce fuel consumption in fleet by prioritizing EV purchases.
Green Building Policy (2007)	Development Services/Engineering and Public Works	Set implementation goals for green building in public and private realm.
Other municipal climate action plans. CRD Regional Climate Action Strategy (2017)	CRD, Victoria, Saanich etc.	There are a number of existing plans which could be used as a foundation for Esquimalt's climate action plan.
CRD Climate Projections	Capital Regional District	Projections for future climate conditions that will impact the Township.
Clean BC Strategy (2019)	Province	This strategy will affect climate actions such as green fleet purchases and community retrofits.
BC Energy Step Code	Province	Review existing time line for Step Code and CRD municipalities' timeline for implementation.

Potential Project Risks

- Consultant delays/Review delays.
- Budget constraints for proposed actions/strategies.
- Limit to local government ability to implement proposed strategies.
- Difficulty obtaining utility data and/or traffic data for community inventory.
- Stakeholder fatigue/lack of participation.