



## CORPORATION OF THE TOWNSHIP OF ESQUIMALT

### **A G E N D A** **ENVIRONMENTAL ADVISORY COMMITTEE MEETING**

April 21, 2016

7:00 p.m.

Wurtele Room, Esquimalt Municipal Hall

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1. **CALL TO ORDER**
  2. **APPROVAL OF THE AGENDA**
  3. **MINUTES**
    - (1) Minutes of the Environmental Advisory Committee meeting, February 25, 2016 Pg. 1 – 3
  4. **OLD BUSINESS**
    - (1) Green Event Planning Guide – Examples of Measurable Activities and Visual Aids
      - (a) Green Event Guide Measurement and Visual Aids Pg. 4 – 5
      - (b) Draft Green Event Reporting Form Pg. 6
      - (c) Recommendations Pg. 7 – 8
    - (2) Council Referral – Request for Local Government Input, Climate Action and Climate Leadership Plan Pg. 9 – 11
  5. **NEW BUSINESS**
    - (1) Strategic Priorities 2015 – 2019 (Updated January 2016) Pg. 12
    - (2) Operational Strategies 2016 Pg. 13 – 17
  6. **ADJOURNMENT**



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

Thursday, February 25, 2016  
7:00 p.m.  
Council Chambers, Municipal Hall

**PRESENT:** David Shaw – Chair  
Gail Willson  
Casey Brant  
William MacGillivray  
David Coney  
Carole Witter (Arrived 7:18 p.m.)  
Councillor Beth Burton-Krahn (Council Liaison)

**STAFF:** Marlene Lagoa, Community Development Coordinator (Staff Liaison)  
Deborah Liske, Recording Secretary

**REGRETS:** Patrick O’Hara – Vice Chair  
Councillor Meagan Brame (Council Liaison)

1. **CALL TO ORDER**

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

2. **APPROVAL OF THE AGENDA**

Moved by Chair Shaw, seconded by William MacGillivray that the agenda of the Environmental Advisory Committee meeting of February 25, 2016 be approved as presented.  
The motion **CARRIED**.

3. **MINUTES**

(1) Minutes of the Environmental Advisory Committee meeting, January 21, 2016

Moved by Chair Shaw, seconded by Gail Willson, that the minutes of the Environmental Advisory Committee meeting of January 21, 2016 be approved as presented.  
The motion **CARRIED**.

4. **OLD BUSINESS**

(1) Green Event Planning Guide – Examples of Measurable Activities and Visual Aids

Marlene Lagoa, Staff Liaison reviewed comments pertaining to examples of measurable and visual aids discussed at the January meeting.

Committee members brainstormed ideas noting the following:

**Measurable Aids**

- Bus shuttle – number of people
- Bike lockup – number of bikes parked (yes / no)
- Calculators – present trouble with appropriate and consistent measurement
  - Based on % of attendees vs. numbers
  - Concerned won’t accurately reflect diverse range of events
- Overall score based on effort and effectiveness

- Individual score per category
- How does one measure effectiveness?
- Measure effort based on # of hours vs. effort/quality/impact
- Make “proof” of effort rigorous

Carole Witter arrived at 7:18 p.m.

- One key measurement per category
  - Track year-after-year
- Communicate effort – inform participants event is being measured on “green” performance
- Energy – on-site energy generation
  - Where did energy for event come from?
  - Type – diesel vs. bio-diesel vs. electricity
- Food – origin, fair trade, organic, OceanWise
- Food waste – from serving food
- Water – measurement of volume
- Conduct surveys to create estimated measurement
  - Point-of-view organizer vs. participant
  - Have booth at event to educate and conduct survey (offer prize[s])
- Venue
  - Water and energy available
  - Track energy usage with BC Hydro?
  - What did you do to select a venue for energy or access to water?
  - Did you have to bring in off-site resources for you event?
- Transportation
  - Develop transportation fact sheet for Esquimalt
    - Staff recommendation: That a transportation fact sheet for Esquimalt be added as a resource to complement the green event planning guide.
- Turn Green Guide into a checklist
  - Option to select N/A
  - Include a comment section at end
- Create a “green event” reporting form that has open-ended questions of actions taken and highlight of successes on each category
- Phase in the project over time – don’t push too hard – create pride through participation

#### Visual Aids

- “Green Event” Banner to be displayed at events and a 2<sup>nd</sup> tagline that informs attendees on how event is green or how to be green at event (can be displayed over an outreach booth)
  - Staff comments: Township has reusable (small) chloroplast signage on wooden stakes that can be borrowed. Includes green event, water station, bike parking, composting and recycling
  - Staff recommendation: That an information sheet outlining the availability of Township equipment and materials that can be borrowed for events be added as a resource to the Guide.
- Standardized bin signage design and colour that can be borrowed for each event
  - Staff comments: Basic bin signage templates are available as a resource to the guide
  - Staff recommendation: That the bin signage templates for green events be re-designed and be consistent with the Guide’s color scheme
- Establish icons for each category
  - Staff recommendation: That icons be established for each green event planning category and used in the guide and on all green event reporting forms

- Report card
  - Graded categories
  - Comparison of year-by-year or goal vs. actual
  - Poster size to be displayed at event
- Outreach booth where volunteers interact with participants and information is provided on sustainable practices at event and how attendees play an important role in making sure the event is green
- “Super Recycler” mascot in costume and cape

Ms. Lagoa will draft a list of leading questions on key areas of green event planning for review by the committee.

**5. NEW BUSINESS**

- (1) Council Referral – Request for Local Government Input, Climate Action and Climate Leadership Plan

David Coney provided an overview of the development of the new BC Climate Leadership Plan and Canadian Framework for Combatting Climate Change (Federal). Engagement with local government stakeholders for input will be solicited.

Committee members provided the following comments and feedback:

- Make incentives worthwhile for homeowners
- Move on bill financing for home energy retrofits
- Improve national building code
- More investment in electric vehicles
- Provide group buying opportunities for municipalities

Committee members will discuss further at the next meeting.

**6. ADJOURNMENT**

The meeting adjourned at 8:48 p.m.

\_\_\_\_\_  
David Shaw, Chair  
This day of , 2016

Certified Correct:  
\_\_\_\_\_  
Anja Nurvo, Corporate Officer

**Green Event Guide – Measurements and Visual Aids**

**Table 1: Measurables**

Ideas	Staff Comments
BUS SHUTTLE # of people	
BIKE LOCK-UP # of bikes parked	
CALCULATORS present trouble with appropriate and consistent measurement <ul style="list-style-type: none"> <li>- measures need to be based on % of attendees vs. numbers</li> <li>- concern that calculators won't accurately reflect a diverse range of events</li> </ul>	
Overall SCORE based on effort and effectiveness <ul style="list-style-type: none"> <li>- based on individual score per category</li> <li>- how does one measure effectiveness?</li> <li>- Measure effort based on number of hours vs. effort/quality/impact</li> <li>- Make "proof" of effort rigorous</li> </ul>	
One KEY MEASUREMENT per category <ul style="list-style-type: none"> <li>- track year-after-year</li> </ul>	
VENUE <ul style="list-style-type: none"> <li>- Water and energy available</li> <li>- Track energy usage with BC Hydro?</li> <li>- What did you do to select a venue for energy or access to water?</li> </ul> Did you have to bring in off-site resources for your event?	
ENERGY – on-site energy generation <ul style="list-style-type: none"> <li>- Where did energy for event come from?</li> <li>- Type (Diesel vs. bio-diesel vs. electricity)</li> </ul>	
TRANSPORTATION <ul style="list-style-type: none"> <li>- Develop transportation fact sheet for Esquimalt</li> </ul>	<p><b>Recommendation:</b> That a transportation fact sheet for Esquimalt be added as a resource to complement the green event planning guide.</p>
FOOD – Origin, Organic, Fair Trade, Sustainable Seafood	
FOOD WASTE – from serving food	
WATER – measurement of volume	
Conduct SURVEYS to create estimated measurement <ul style="list-style-type: none"> <li>- Point-of-view: organizer vs. participant</li> <li>- Have BOOTH at event to educate and conduct survey (offer prize)</li> </ul>	
COMMUNICATE effort – inform participants event is being measured on "green" performance	
Turn GREEN GUIDE into a checklist <ul style="list-style-type: none"> <li>- Option to select N/A</li> <li>- Include a comment section at end</li> </ul>	
Phase in reporting and measurements over time. Goal is to encourage and institute pride in participation. (Danger in being perceived in a negative way is this is pushed too hard)	

Create a “green event” reporting form that has open-ended questions actions taken and highlight of successes on each category	
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**Table 2: Visuals**

<b>Environmental Advisory Committee Ideas</b>	<b>Staff Comments</b>
“Green Event” BANNER to be displayed at events - 2 <sup>nd</sup> line that informs attendees on how event is green or encourages green behaviour of patrons - can be hung over an outreach BOOTH	Township has reusable (albeit small) chloroplast signage on wooden stakes that can be borrowed. Includes green event, water station, bike parking, composting & recycling.  <i><b>Recommendation:</b> That an information sheet outlining the availability of Township equipment and materials that can be borrowed for events be added as a resource to the Guide.</i>
Standardized BIN SIGNAGE design and colour that can be borrowed for each event.	Basic bin signage templates are available as a resource to the guide.  <i><b>Recommendation:</b> That the bin signage templates for green events be re-designed and be consistent with the Guide’s colour scheme.</i>
Establish ICONS for each category	<i><b>Recommendation:</b> That icons be established for each green event planning category and used in the guide and on all green event reporting forms.</i>
REPORT CARD - graded categories - comparison of year-by-year - comparison of goal vs. actual - poster size to be displayed at event	
Outreach BOOTH where volunteers interact with participants - provide info on sustainable practices at event - encourage attendees to help with making the event green.	
“Super Recycler” SUPERHERO - image for use in communication materials - potential for volunteers to identify themselves as green event superheroes (using t-shirts or capes or both)	

## GREEN EVENT REPORTING FORM

### 1. Venue

Please tell us what environmental factors you considered in selecting the venue of your event.  
(e.g. location, energy use, environmental practices of venue operator, etc.)

### 2. Transportation

How did you encourage the use of alternative transportation to your event?  
(e.g. bike parking, posted transit routes, provided shuttle service, etc.)

### 3. Equipment & Materials

How did your procurement and purchasing activities for this event reflect the green event goals of conserving resources, reusing materials and reducing waste?  
(e.g. energy efficient options, recyclable material content, rented equipment, paperless)

### 4. Food

How did you work with food vendors to select more sustainable food choices?  
(e.g. no bottled water, organic, local, fair-trade, sustainable seafood, vegetarian options)

### 5. Waste Diversion

What actions were taken to reduce and divert the amount of waste from your event from the Hartland Landfill? (e.g. reusable or compostable serving wares, composting and recycling bins, signage, volunteers, etc.)

### 6. Communication

How did you communicate the green practices of your events to staff, volunteers, vendors and attendees? (e.g. policy, contracts, promotional materials, signage at event, etc.)

## MEMORANDUM

**DATE:** April 13, 2016  
**TO:** Environmental Advisory Committee  
**FROM:** Marlene Lagoa, Community Development Coordinator  
**SUBJECT:** **Green Event Planning Guide Recommendations**

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The following motions were developed based on the discussion that took place at the Environmental Advisory Committee's February 25<sup>th</sup> meeting. These are only suggested and draft motions. The motions are open for discussion and may be amended at the meeting.

The Environmental Advisory Committee recommends that Council:

1. Adopt the Green Event Reporting Form as a tool to measure the environmental performance of events receiving financial or in kind support from the Township;
2. Direct staff to establish icons for each green event planning category to be used in the guide and on all green event reporting forms; and
3. Direct staff to update the Green Event Planning Guide by developing these additional resources:
  - a. a transportation fact sheet that lists travel options and routes in Esquimalt;
  - b. an information sheet listing the types of equipment and materials that may be borrowed when hosting an event on municipal property; and
  - c. re-designed bin signage templates to be consistent with the colour scheme recommended in the guide.



## MEMORANDUM

**DATE:** February 11, 2016

**TO:** Environmental Advisory Committee

**FROM:** Marlene Lagoa, Community Development Coordinator

**SUBJECT:** **Council Referral – Request for Local Government Input, Climate Action and Climate Leadership Plan**

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At Esquimalt Council's Regular Meeting held Monday, February 1, 2016, Council duly adopted the following resolution:

*That the Email from Minister Mary Polak, dated January 20, 2016, Re: Request for Local Government Input, Climate Action and Climate Leadership Plan be received and referred to the Environmental Advisory Committee.*

### Attachment

Email from Minister Mary Polak, dated January 20, 2016, Re: Request for Local Government Input, Climate Action and Climate Leadership Plan

400-50 SH  
A/CAD

**Kim Maddin**

**From:** Diane Knight  
**Sent:** January 21, 2016 15:56  
**To:** Kim Maddin  
**Cc:** Anja Nurvo  
**Subject:** FW: Request for Local Government Input - Climate Action and Climate Leadership Plan

Kim, please login and process. Thank you. Diane

**Diane Knight**  
*Executive Assistant (CAO & Mayor)*  
Corporate Services  
Township of Esquimalt  
Phone: 1-250-414-7101  
[www.esquimalt.ca](http://www.esquimalt.ca)

**From:** Minister, ENV ENV:EX [mailto:ENV.Minister@gov.bc.ca]  
**Sent:** January 20, 2016 2:46 PM  
**Cc:** Minister, CSCD CSCD:EX; 'arichmond@cariboord.bc.ca'  
**Subject:** Request for Local Government Input - Climate Action and Climate Leadership Plan

CORPORATION OF THE TOWNSHIP OF ESQUIMALT		
For Information:		
<input type="checkbox"/> CAO	<input checked="" type="checkbox"/> Mayor/Council	
Bill v/ Anya		
RECEIVED: JAN 22 2016		
Referred:		
<input type="checkbox"/> For Action	<input checked="" type="checkbox"/> For Response	<input type="checkbox"/> COTW
<input type="checkbox"/> For Report	<input checked="" type="checkbox"/> Council Agenda	<input type="checkbox"/> IC

Reference: 294377

January 20, 2016

Dear Mayor / Regional District Chair:

Last year, the British Columbia (BC) Government launched a process to develop a new Climate Leadership Plan that will enhance BC's climate leadership and help move BC's climate agenda forward. Much has been accomplished since BC's 2008 Climate Action Plan, and many significant gains are a direct result of local government leadership. With the development of a new plan, BC is now taking the next step toward a low-carbon future, alongside new international momentum following the December 2015 Paris agreement, and new national momentum following the federal government's commitment to develop a pan-Canadian framework for combatting climate change.

Local government signatories to the BC Climate Action Charter remain a key partner in helping to reduce greenhouse gas emissions and create complete, compact and energy-efficient communities. The Climate Action Revenue Incentive Program (CARIP) continues to provide funding to all Charter signatories and is based on the carbon taxes paid by local governments. Additionally, CARIP reporting allows the province to better understand activities that local governments are undertaking to achieve their climate action goals.

Local government action has been substantial. For the 2014 reporting year, 173 local governments submitted CARIP reports. This is the largest number of reports received since 2010. The CARIP reports show consistently high numbers of community-wide and corporate climate actions over the past five reporting years. There are notable increases in emission reductions from greenhouse gas (GHG) reduction projects. A number of local governments are successfully implementing new and innovative approaches to reducing energy use and GHG emissions. In addition

- 142 local governments are measuring their corporate emissions and 40 local governments are reporting as carbon neutral;
- 75 local governments have created climate action reserve funds;
- Nearly 75 percent of local governments in B.C. have energy and emissions plans which provide the foundation for identifying climate actions in their communities;
- Over half of the communities in BC have organic diversion and collection programs that keep methane-creating waste out of landfills.

BC is now focusing on two overarching climate-related priorities in 2016: completing the new BC Climate Leadership Plan and participating in the federal process to develop a pan-Canadian framework for combatting climate change.

As part of BC's preparation for engagement in the federal process, I am writing to seek your advice and input related to climate activities in the areas defined below by the federal government. Building on your CARIP submissions I would greatly appreciate hearing what future climate action plans and ambitions you may have. If you would like to provide updates on action in other areas, that would also be welcomed.

- Transportation
- Electricity
- Buildings
- Forests
- Agriculture
- Government Operations
- Clean energy technology innovation
- Green infrastructure
- Adaptation and resilience
- Public education and engagement

I am also writing to let you know that the BC Government will be conducting further engagement with local governments as we work to develop our new Climate Leadership Plan. Nearly a quarter of all BC local governments submitted valuable input to the Climate Leadership Plan discussion paper in the summer of 2015 and we would now like to undertake more direct engagement. To that end, it is our wish to attend each of BC's local government annual association meetings over the coming months to further discuss the Climate Leadership Plan.

In the meantime, if you have questions about engagement on BC's new plan, you can contact Susanna Laaksonen-Craig, Head of BC's Climate Action Secretariat, at [Susanna.LaaksonenCraig@gov.bc.ca](mailto:Susanna.LaaksonenCraig@gov.bc.ca).

Sincerely,

Mary Polak  
Minister

cc: Honourable Peter Fassbender, Ministry of Community, Sport and Cultural Development  
Al Richmond, President, Union of BC Municipalities



## Strategic Priorities 2015 - 2019

### **We continue to enhance the health and liveability of the community**



- Support community growth and development consistent with our Official Community Plan
- Ensure multi-modal traffic strategies consider and reflect business and residential growth and development
- Build a vibrant and sustainable arts, culture and heritage community
- Parks & Recreation enhancements and strategic parkland acquisition and expansion
- Ensure heritage values are considered in land use decisions
- Support food security and initiatives to improve community spaces

### **We recognize the importance of, and will enhance relationships with our neighbours and other levels of government**



- Advocate at the regional level for voice and equity in regional services
- Work with First Nations and the Esquimalt community to support economic, social and cultural opportunities
- Advocate with intergovernmental entities to promote issues affecting Esquimalt
- Continue working with government and school district stakeholders to promote positive relationships and advance issues impacting the community

### **We encourage a resilient and diverse economic environment**



- Continue to actively market opportunities in the Esquimalt Village Project
- Implement Economic Development Strategy
- Support revitalization and beautification initiatives along Esquimalt Road
- Ensure processes for business and development are clear and consistent
- Encourage and facilitate community involvement that supports non-governmental initiatives

### **We continue to address the operational and financial requirements of our infrastructure**



- Proactively plan for integrated waste strategies
- Identify infrastructure repair and proactively plan for replacement needs
- Identify long term financial requirements for infrastructure

Updated January 2016

# HEALTHY AND LIVEABLE COMMUNITY

## **Support community growth and development consistent with our Official Community Plan**

- Incorporate Environmental Advisory Committee review process as part of Official Community Plan update
- Present Community Engagement Strategy
- Undertake Official Community Plan Ideas Fair
- Review Food Strategies as part of Official Community Plan update
- Review Policies on Secondary Suites
- Consider establishment of Social Planning Committee
- Promote 'Walkability' Score App

## **Ensure multi-modal traffic strategies consider and reflect business and residential growth and development**

- Research and consider best practices for all traffic initiatives and strategies
- Engage with stakeholders and user groups to ensure input is considered
- Ensure input from Environmental Advisory Committee is considered for multi-modal strategies

## **Build a vibrant and sustainable arts, culture and heritage community**

- Ensure that community organizations in receipt of Township special event funding have developed measurable objectives and are required to report back with results (update/create policy documents)
- Ensure community events support strategic objectives
- Review policies for funding community groups and associations to ensure resource accountability and avoid duplication of services
- Develop and implement a comprehensive arts policy
- Review current model of support for arts, culture and heritage
- Develop Guidelines / Criteria for Established Events vs Local Grant Funding & In-Kind Support

## **Parks & Recreation enhancements and strategic parkland acquisition and expansion**

- Create and implement a multi-year upgrade and replacement plan for Township playground areas
- Develop plans for a children's adventure and splash play park on Fraser Street
- Review Strategies for replenishment of Parkland Acquisition Fund

# HEALTHY AND LIVEABLE COMMUNITY (CONT'D)

## **Ensure heritage values are considered in land use decisions**

Incorporate Heritage Advisory Committee review process as part of Official Community Plan update

Ensure heritage values are considered during OCP review and update

Urban Design Guidelines

Training for Advisory Planning Commission members on Heritage Values

Ensure Advisory Planning Commissions composition reflects accessibility, environment and heritage

Staff report on alternatives to Heritage Advisory Committee

## **Support food security and initiatives to improve community spaces**

Environmental Advisory Committee to develop and recommend strategies for food security

# KEY RELATIONSHIPS

## **Advocate at the regional level for voice and equity in regional services**

- Review Capital Regional District arts service involvement and funding
- Explore and identify efficiencies between local and regional initiatives
- Continue to engage BC Transit to advocate for higher level of services

## **Work with First Nations and the Esquimalt community to support economic, social and cultural opportunities**

- Continue to organize regular Community to Community forums
- Consult and engage with First Nations on economic development and planning initiatives
- Conduct review of Committee governance to ensure alignment with strategic priorities
- Engage with local service entities to ensure input is considered to support strategic priorities

## **Advocate with intergovernmental entities to promote issues affecting Esquimalt**

- Utilize larger organizations to advocate with other levels of government (Association of Vancouver Island Communities/Union of BC Municipalities/Federation of Canadian Municipalities)
- Work closely with CFB Esquimalt to align our community visions

## **Continue working with government and school district stakeholders to promote positive relationships and advance issues impacting the community**

- Collaborate with CFB Esquimalt, School Districts and other municipalities on efficiencies and partnerships in Parks and Recreation Services
- Implement new social media channel (Instagram) as recommended in 2015 social media audit
- Promote emergency preparedness through shared initiatives and training
- Utilize Community Safety Working Group on issues impacting the community



# RESILIENT AND DIVERSE ECONOMY

## **Continue to actively market opportunities in the Esquimalt Village Project**

- Maintain communication with Justice Institute of BC for anchor tenancy
- Utilize information gained through market and housing surveys to refine development options
- Continue with remediation of property and development of remediation plan
- Seek development partner through Expression of Interest and Request for Proposal processes

## **Implement Economic Development Strategy**

- Review and update economic development strategies and action plan including measurables
- Engage consultant to develop Communications and Marketing Strategy and materials
- Utilize relationship with Urban Design Institute and South Vancouver Island Economic Development Association as additional input and resource for economic development
- Participate in Urban Design Institute functions
- Leverage advertising opportunities, such as BC Economic Development Association 'Invest in BC' magazine

## **Support revitalization and beautification initiatives along Esquimalt Road**

- Promote Revitalization Tax Incentive Program
- Continue development of Esquimalt Road design guidelines
- Enhanced maintenance along Esquimalt Road corridor

## **Ensure processes for business and development are clear and consistent**

- Review Township policies and bylaws to ensure efficient processes; amend and update as necessary

## **Encourage and facilitate community involvement that supports non-governmental initiatives**

- Promote and encourage a diverse range of community events
- Support community groups through Township communications resources
- Consider Policy for advertising/promotion on Township property & vehicles

# WELL MANAGED AND MAINTAINED INFRASTRUCTURE

## **Proactively plan for integrated waste strategies**

Participate in Westside Wastewater Treatment and Resource Recovery Select Committee and Core Area Liquid Waste Management Committee to review wastewater treatment strategies for local and regional solutions

## **Identify infrastructure repair and proactively plan for replacement needs**

Implementation of Inflow and Infiltration management plan and evaluation of underground infrastructure – Year 1

Implementation of sidewalk master plan

Develop and approve roadway master plan

Continue with manhole separation on case by case basis

## **Identify long term financial requirements for infrastructure**

Complete and update infrastructure and asset inventory