



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

A G E N D A - REVISED

ENVIRONMENTAL ADVISORY COMMITTEE MEETING

October 26, 2017

7:00 p.m.

Wurtele Room, Esquimalt Municipal Hall

1. **CALL TO ORDER – Staff Liaison**

2. **LATE ITEMS**

3. **APPROVAL OF THE AGENDA**

4. **INTRODUCTIONS**

5. **MINUTES**

- (1) Minutes of the Environmental Advisory Committee meeting, June 22, 2017 Pg. 1 – 3

6. **NEW BUSINESS**

- (1) Council Policies
a) Operational Guidelines for Council Committees Pg. 4 – 5
b) Environmental Advisory Committee Terms of Reference Pg. 6 – 7
c) Role of Youth Representative Pg. 8
- (2) Council Strategic Priorities 2015 – 2019
a) Updated Strategic Priorities Chart (January 2017) Pg. 9
b) Strategic Priorities (2017) Pg. 10 – 14
- (3) Membership List Contact Information
- (4) Agenda Items and Distribution
- (5) Meeting Schedule Dates and Times

7. **REPORTS FROM STAFF LIAISON**

- (1) Oil To Heat Pump Incentive Program <http://oiltoheatpump.ca>
- (2) BCSEA Cool It! Climate Leadership Training
<http://www.bcsea.org/cool-it>
- (3) Sale of Eggs – Animal Management Bylaw, 2015, No. 2841

8. **COMMUNICATIONS**

- (1) Memorandum from Marlene Lago, Staff Liaison, dated September 18, 2017, Re: Green Communities Climate Action Recognition Program – Letter from Tara Faganello Pg. 15 – 18
- (2) Memorandum from Marlene Lago, Staff Liaison, dated October 24, 2017, Re: Air Quality Health Concerns – Letter from Island Health Pg. 19 – 21

9. ELECTIONS

- (1) Election of Chair and Vice-Chair

10. ADJOURNMENT



CORPORATION OF THE TOWNSHIP OF ESQUIMALT
MINUTES
ENVIRONMENTAL ADVISORY COMMITTEE

Thursday, June 22, 2017
7:00 p.m.
Wurtele Room, Municipal Hall

PRESENT: Patrick O'Hara, Chair
Carole Witter
Susan Low
Gail Willson
David Coney
Councillor Olga Liberchuk (Council Liaison)
Councillor Lynda Hundleby (Council Liaison) [Arrived 7:08 p.m.]

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

REGRETS: Chloe Blankers, Vice Chair
Casey Brant
Brenda Bolton

1. CALL TO ORDER

Chair O'Hara 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 Carole Witter seconded by Gail Willson that the agenda of the Environmental Advisory Committee meeting of June 22, 2017 be approved as presented.
The motion **CARRIED**.

4. MINUTES

(1) Minutes of the Environmental Advisory Committee meeting, February 23, 2017

Moved by Carole Witter, seconded by Gail Willson that the minutes of the Environmental Advisory Committee meeting of February 23, 2017 be approved as presented.
The motion **CARRIED**.

5. NEW BUSINESS

- (1) Official Community Plan Review
 - (a) Open House Display Boards

Ms. Lagoa, Staff Liaison provided the committee with an overview of the progress to date, future work / engagement still to come and responded to questions and comments.

- (b) Energy, Environment and Food Policies (Draft)

Committee members provided input and feedback on the draft Energy, Environment and Food policy of the OCP.

Agricultural Land Reserve:

- Disagree with policy surrounding ALR land.
- Recommend "Support" maintenance of ALR lands and that Council will NOT support applications for exclusions from farm use.
- Disagree with "Recognize that the ALR lands within Esquimalt has undesirable soil structure..." – This

statement does not recognize the broader agricultural possibilities

- Support the use of ALR lands for non-soil based agriculture (e.g. greenhouses)
- What are the permitted uses in ALR land? Does it include aquaculture?
- Disagrees with policy surrounding “capitalizing” on ALR land

Buildings:

- What powers does the municipality have to encourage energy efficiency at times of home renovations (building permits, etc.)?

Climate Change Adaptation:

- Remove “Consider” from “Consider including climate change projections...” – begin with “Include”
- Add contractors, architects or trades to “Educate developers and home owners...”

Community Gardens:

- Re-word “Encourage developments in food production gardens...” to “Encourage **development of** food production gardens”

Food Production:

- Define “commissary kitchen”
- Why reference “small scale”? What is the intent? Needs to be defined. Suggestion – see BC Assessments Classification of Farm (maybe \$10,000).

Green House Gas Emissions:

- Add footnote outlining how targets were established
- Define “carbon sequestration”
- Replace “natural systems” with “green systems” such as green space, parks, boulevards. Esquimalt does not have any natural systems left.

Motor Vehicle Alternatives:

- Rename heading “Vehicle & Fuel Alternatives” and move closer to Transportation Alternatives
- Include dedication of on-street parking for Electric Vehicles
- How can the municipality encourage EV charging in multi-unit buildings?

Partnerships:

- Add policy: “Continue to have elected officials and staff participate in the CRD Climate Action Inter-municipal working group and task force.”
- Clearly identify federal, provincial and local governments, ... and other third parties.

Solid Waste:

- Add “and improved services” to the end of ... “Promote an increase in residents’ usage ...”
- Add “garden waste” to “Encourage new and redeveloped properties to incorporate...”
- Add “food and garden waste” to “Encourage facilities for on-site composting in all residential developments”.

Transportation Alternatives:

- Have a policy addressing storage for bikes, strollers, etc. in multi-unit buildings.

(2) Strategic Priorities and Operational Strategies (2017 Update)

Ms. Lagoa noted the Strategic Priorities and Operational Strategies was circulated to the committee for information. Councillor Liberchuk and Councillor Hundleby responded to questions and provided clarification.

6. REPORTS FROM STAFF LIAISON

(1) 2016 CARIP Report

Ms. Lagoa outlined the yearly submission requirements of the CARIP, which includes actions taken in the previous year, proposed reductions for the upcoming year and progress to achieve carbon neutrality. Ms.

Certified Correct:

Anja Nurvo, Corporate Officer



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

COUNCIL POLICY

TITLE: Operational Guidelines for Council Committees and Commissions			NO. ADMIN- 45	
POLICY				
Council may, at its pleasure, establish committees and/or commissions (“committees”) assigned the review of clearly defined areas of concern and interest to Council, as set out in the approved Terms of Reference or Bylaw, as applicable.				
PURPOSE				
The purpose of such committees is to assist Council to accomplish its goals and objectives as outlined in Council’s Strategic Plan, and to provide focused public input for Council’s consideration on matters referred to the committee by Council, and for staff’s consideration on matters referred by staff.				
OUTPUT				
The output of committees will take the form of one of the following:				
1. Recommendations to Council: <ul style="list-style-type: none">▪ Advice for Council to consider on particular issues referred to the committee by Council;▪ Suggested policies for Council to consider, provided such fall within the Terms of Reference of the committee;▪ Request to Council to refer a specific project to the committee; however, prior to such a recommendation proceeding to Council, staff will prepare a report outlining the impact the request would have on budget, staff time, departmental workload and Council’s Strategic Plan.				
2. Recommendations and input to Staff: <ul style="list-style-type: none">▪ As requested by staff, provide observations regarding community perspectives for staff to consider when seeking a decision by Council.				
BUDGET				
Committees may submit a request to Council for approval of funding to cover specific costs. If such funds are allocated to a committee, the Staff Liaison will provide a regular status update of the budget to the committee, and the committee shall provide a report to Council on the use of such funds.				
PROCEDURAL REQUIREMENTS				
1. Open Meetings All meetings of committees will be open to the public except as provided for in Section 90 of the <i>Community Charter</i> and as determined by either:				
EFFECTIVE DATE: May 25, 2015		APPROVED BY: Council		REFERENCE: ADM-15-021
		AMENDS NO. February 4, 2013		PAGE 1 OF 2

TITLE: Operational Guidelines for Council Committees and Commissions	NO. ADMIN- 45
<div data-bbox="240 302 1209 436"> <ul style="list-style-type: none"> ▪ The Corporate Officer; ▪ The Chief Administrative Officer; ▪ The Staff Liaison or senior staff person in attendance at the meeting; or ▪ The Council. </div> <div data-bbox="191 470 521 506"> <p>2. Meeting Procedures</p> </div> <div data-bbox="240 506 1458 569"> <p>All procedures of committees shall comply with the <i>Council Procedure Bylaw, 2009, No. 2715</i>, as amended.</p> </div> <div data-bbox="191 602 834 638"> <p>3. Notices of Meetings, Agendas and Minutes</p> </div> <div data-bbox="240 638 1458 915"> <ul style="list-style-type: none"> • A copy of all notices of meetings and agendas shall be provided to the Corporate Officer for posting on the Township's website at least 2 days before the meeting. • Minutes shall be recorded by staff at all meetings of committees. • Draft minutes shall be provided to the Corporate Officer at the earliest opportunity, for inclusion in a Council agenda for Council's information. • Minutes shall be adopted by the committees and the original adopted minutes shall be signed by the Chair/Acting Chair and provided to the Corporate Officer for the corporate records and for posting on the Township's website. </div> <div data-bbox="191 949 394 982"> <p>ORIENTATION</p> </div> <div data-bbox="191 1008 1458 1176"> <p>Committee members appointed by Council will be provided with an orientation session from senior staff to be scheduled annually following Council's appointments to committees. Council members may participate in the orientation. Staff will seek to arrange specific training in conducting effective meetings for those committee members appointed as the Chair and Vice-Chair.</p> </div> <div data-bbox="191 1209 293 1243"> <p>ROLES</p> </div> <div data-bbox="191 1268 1458 1770"> <ol style="list-style-type: none"> 1. Chair - the role of the Chair of a committee shall be to: <ul style="list-style-type: none"> ▪ chair and call meetings; ▪ together with the Staff Liaison, create the meeting agendas; ▪ be well informed on activities and issues within the assigned area, and provide leadership and relevant information to assist the committee in meeting its mandate ▪ establish subcommittees as may be required for specific projects that have been directed to the committee by Council; ▪ attend Council meetings to present any report of the committee where a specific recommendation is being made to Council for its consideration; ▪ mentor the Vice-Chair to assist with leadership succession and to act as the alternate chair in the Chair's absence at any meeting or event. 2. Council Liaison – the role of Council Liaison(s) of a committee/commission shall be to: <ul style="list-style-type: none"> ▪ assist the committee/commission with focus and clarity regarding Council's Strategic Plan; ▪ represent the interests of Council based on existing policies, budget and Strategic Plan. </div>	

EFFECTIVE DATE: May 25, 2015	APPROVED BY: Council	REFERENCE: ADM-15-021	AMENDS NO. February 4, 2013	PAGE 2 OF 2
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CORPORATION OF THE TOWNSHIP OF ESQUIMALT

COUNCIL POLICY

TITLE: Terms of Reference Environmental Advisory Committee	NO. ADMIN - 47
<p>PURPOSE The purpose of the Environmental Advisory Committee (the “Committee”) is to assist Council to accomplish its goals and objectives as outlined in Council’s Strategic Plan.</p> <p>MANDATE The Committee will, consistent with the purpose described above:</p> <ul style="list-style-type: none">• Provide advice and recommendations to Council on any matters referred to the Committee by Council; and• Provide input on environmental issues and impacts as requested by staff. <p>The Committee may request Council for authorization and direction to undertake a specific activity, project or work that the Committee thinks would assist Council to achieve its Strategic Plan, in accordance with Council Policy ADMIN-45 “Operational Guidelines for Council Committees and Commissions.”</p> <p>In its advisory role, the Committee will ensure that any action, communication or correspondence relating to the Committee shall be taken or prepared by the Township. The Committee may make a recommendation to Council relating to proposed action, communication or correspondence for Council’s consideration and direction.</p> <p>MEMBERSHIP The Committee consists of up to Eight (8) full voting members and Four (4) non-voting members as follows:</p> <p><u>Full Voting Members</u></p> <ul style="list-style-type: none">• Community representatives - Up to Seven (7) as appointed by Council.• Youth representatives – one or more as appointed by Council in accordance with Council Policy ADMIN-60 “Role of Youth Representative Appointments to Council Committees.” <p><u>Non-Voting Members</u></p> <ul style="list-style-type: none">• Council Liaison - Up to Two (2) members of Council as appointed by the Mayor• Staff Liaison - Appointed to act as a resource to the Committee in accordance with Council Policy ADMIN-61 “Role of Staff Liaison Appointment to Council Committees.”▪ Recording Secretary - Assigned to the Committee to prepare notices of meetings, agendas, minutes, and to assist with any follow up, meeting logistics and preparation as may be required.	

EFFECTIVE DATE: May 25, 2015	APPROVED BY: Council	REFERENCE: ADM-15-021	AMENDS NO. January 6, 2014	PAGE 1 OF 2
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TITLE: Terms of Reference Environmental Advisory Committee	NO. ADMIN - 47
<p>QUORUM The calculation of quorum to conduct business is 50% +1 of full voting members, for example:</p> <ul style="list-style-type: none"> 8 full voting members - quorum is 5 7 full voting members - quorum is 4 6 full voting members - quorum is 4 5 full voting members – quorum is 3 <p>TERMS Members may be appointed for One (1) or Two (2) 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 (3) consecutive terms.</p> <p>All appointees sit at the pleasure of Council and may be removed at Council's discretion. Council may rescind a member's appointment if the person is absent from three (3) regularly scheduled committee meetings in any one (1) year period, unless the absence is because of illness or injury or is with the leave of Council.</p> <p>MEETINGS The Committee will meet a minimum of four (4) times per year. No meetings are held during the summer and winter breaks (July, August and December). Meetings shall be held at the call of the Chair.</p> <p>At the first meeting following appointments, the Committee will elect a Chair and Vice-Chair from amongst its full voting members. If Council deems it necessary, Council may appoint the Chair for the Committee.</p> <p>Meeting procedures will be in accordance with the <i>Community Charter and Council Procedure Bylaw</i>, as set out in Council Policy ADMIN-45 "Operational Guidelines for Council Committees and Commissions."</p>	

EFFECTIVE DATE: May 25, 2015	APPROVED BY: Council	REFERENCE: ADM-15-021	AMENDS NO. January 6, 2014	PAGE 2 OF 2
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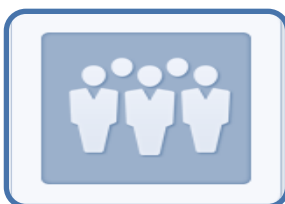
CORPORATION OF THE TOWNSHIP OF ESQUIMALT

COUNCIL POLICY

TITLE: Role of Youth Representative Appointments to Council Committees	NO. ADMIN – 60
<p>POLICY</p> <p>Appointment to a Youth Representative position on one of Council's Advisory Committees is an important role. It provides an opportunity for youth to participate with elected leaders and Council appointed citizens in active community engagement, and provides Council with a different perspective on municipal issues.</p> <p>For the purposes of this policy, youth are defined as persons:</p> <ul style="list-style-type: none">• between the ages of 13 and 18; and• who are residents of Esquimalt or are in full-time attendance at a school located within the boundaries of the Township of Esquimalt. <p>PROCEDURE</p> <ol style="list-style-type: none">1. All Council appointed committees will provide the opportunity for youth to participate as members.2. Youth representative positions will have full voting privileges.3. Advertisements and postings regarding available committee vacancies:<ol style="list-style-type: none">(a) will include specific reference to youth representative positions;(b) will be posted in newspapers, the Township's official public notice board, the municipal website, public notice boards located at Esquimalt recreation and sports centres, and any other youth or teen activity centres within the Township;(c) will be specifically sent to schools located within School Districts No. 61 [Esquimalt High] and No. 93 [Victor-Brodeur] inviting youth who are interested in participating on a Council committee to submit an application either directly to the Township, or through the school to be forwarded to the Township.4. The term of youth representative positions will be for the period from September to June. Council may appoint youth who will be graduating for a shorter term.5. All appointments to Council committees sit at the pleasure of Council and may be removed at Council's discretion. Any recommendation to rescind an appointment will be submitted to Council by the Chair of the committee.	

EFFECTIVE DATE: May 25, 2015	APPROVED BY: Council	REFERENCE: ADM-15-021	AMENDS NO. January 17, 2011	PAGE 1 OF 1
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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 for 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 work with development partner on Esquimalt Town Square 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

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

HEALTHY AND LIVEABLE COMMUNITY

Support community growth and development consistent with our Official Community Plan (OCP)

- Incorporate Environmental Advisory Committee review process as part of OCP update
- Undertake public consultation of draft policies and guidelines
- Review opportunities for increased density along rail corridor (dependent upon commuter rail service being revitalized)
- Review food strategies as part of OCP update
- Conduct housing forum as part of OCP review; include consideration of policies on secondary suites
- Consider establishment of Social Planning Committee
- Clarification of multi-jurisdictional responsibility along Gorge Waterway

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

- Research and consider best practices for multi-modal traffic initiatives and strategies
- Integrate bike lanes with consideration of CRD Master Cycling Plan
- 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 community events support strategic objectives
- Revisit local grant funding and policies for continuous improvement opportunities
- Review public art policy in regard to murals

Parks & Recreation enhancements and strategic parkland acquisition and expansion

- Create and implement a multi-year upgrade and replacement plan for Township playground areas
- Facilitate and conduct public consultation for McLoughlin Point Amenity Reserve Funds
- Review Strategies for replenishment of Parkland Acquisition Fund
- Consider improvements to skate park at Anderson, consider art project and involvement with Esquimalt High School

HEALTHY AND LIVEABLE COMMUNITY (CONT'D)

Ensure heritage values are considered in land use decisions

Ensure heritage values are considered during OCP review and update

Training for Advisory Planning Commission members on Heritage Values

Ensure Advisory Planning Commission composition reflects accessibility, environment and heritage

Support food security and initiatives to improve community spaces

Recommended strategies for food security developed by EAC to be considered during OCP review

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

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 and Coastal 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(s)

Promote emergency preparedness through shared initiatives and training

Utilize Community Safety Working Group on issues impacting the community

Consultation with stakeholders on McLoughlin Point amenities including First Nations, CFB Esquimalt, residents associations, School Districts, PAC

RESILIENT AND DIVERSE ECONOMY

Continue to work with development partner on Esquimalt Town Square project

- Implementation of remediation plan

- Continue to work with Aragon and GVPL on new library space

- Finalize site preparation for land transfer

- Ensure regular information flow with stakeholders on major projects such as Esquimalt Town Square and McLoughlin Point Wastewater Facility

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 Development Institute as additional input and resource for economic development

- Review relationship with South Island Prosperity Project

- Participate in Urban Development Institute (UDI) functions

- Leverage advertising opportunities, such as BC Economic Development Association 'Invest in BC' magazine

- Facilitate Board-Council session with UDI

Support revitalization and beautification initiatives along Esquimalt Road

- Promote Revitalization Tax Incentive Program

- Continue development of Esquimalt Road Urban 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

- Consider improvement to user services on website to make more accessible

- Organize Council-staff workshop to review processes including Green Development Guidelines

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

- Consider initiatives to improve or encourage private owners to participate in Bloomin' Beautiful program

WELL MANAGED AND MAINTAINED INFRASTRUCTURE

Participate in integrated waste strategies

- Monitor compliance with all zoning and development agreements for McLoughlin Point WWTP
- Ensure liaison committee is established and functioning
- Work with Project Board to ensure assessment of existing infrastructure is developed and established
- Participate in CRD led initiatives for other waste streams

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
- Implementation of roadway master plan
- Implementation of street lighting improvements and upgrades
- Public consultation for McLoughlin Point Amenity Reserve Funds

Identify long term financial requirements for infrastructure

- Complete and update infrastructure and asset inventory
- Development of short and long term asset management policies and plans

MEMORANDUM

DATE: September 18, 2017

TO: Environmental Advisory Committee

FROM: Marlene Lagoa, Community Development Coordinator

SUBJECT: Green Communities Climate Action Recognition Program

At the Regular Council meeting on September 11, 2017, the following motion was carried:

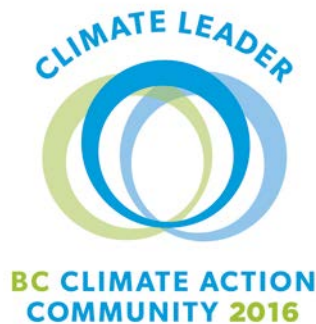
That the Letter from Tara Faganello, Assistant Deputy Minister, Local Government Division, Ministry of Municipal Affairs and Housing, and Gary MacIsaac, Executive Director, Union of BC Municipalities, dated September 1, 2017, Re: Joint Provincial-UBCM Green Communities Committee, be received, and post to Municipal website and **forward to the Environmental Advisory Committee for information.**

More information is available in the following news release:

[Township Recognized for Action on Climate Change for Fifth Straight Year](#)

The “Climate Leader - BC Climate Action Community 2016” logo has been added to the following:

- Webpages: [Business & Development](#); [Sustainability & Environment](#); [Municipal Initiatives](#); and [Climate Action Revenue Incentive Program Report](#).
- Next edition of the “Current” Community Newsletter.





5290-20 14

CORPORATION OF THE TOWNSHIP OF ESQUIMALT		
For information:		
<input type="checkbox"/> CAO	<input checked="" type="checkbox"/> Mayor/Council	
<input type="checkbox"/>		
RECEIVED: SEP 08 2017		
Referred: <u>Agenda</u>		
<input type="checkbox"/> For Action	<input type="checkbox"/> For Response	<input type="checkbox"/> COMM/
<input type="checkbox"/> For Report	<input checked="" type="checkbox"/> Council/Agenda	<input type="checkbox"/> HC

Ref: 206635

September 1, 2017

Her Worship Mayor Barbara Desjardins and Councillors
Township of Esquimalt
1229 Esquimalt Rd
Victoria BC V9A 3P1



Dear Mayor Desjardins and Councillors:

On behalf of the joint Provincial-Union of British Columbia Municipalities (UBCM) Green Communities Committee (GCC), we would like to extend our congratulations for your successful efforts to undertake significant corporate or community-wide climate action to reduce GHG emissions in the 2016 reporting year.

As a signatory to the Climate Action Charter, you have demonstrated your commitment to work with the Province of British Columbia and UBCM to take action on climate change and to reduce greenhouse gas emissions in your community and corporate operations.

The work that local governments are undertaking to reduce their corporate emissions demonstrates significant climate leadership and sets the stage for broader climate action in the community. Your leadership and commitment continues to be essential to ensuring the achievement of our collective climate action goals.

The GCC was established under the Charter to support local governments in achieving their climate goals. In acknowledgement of the efforts of local leaders, the GCC is again recognizing the progress and achievements of local governments such as yours through the multi-level Climate Action Recognition Program. A description of this program is enclosed for your reference.

As a Charter signatory who has achieved Level 1 and Level 2 recognition, and demonstrated significant climate action (corporately or community-wide) to reduce GHG emissions for the 2016 reporting year, you have been awarded Level 3 recognition – 'Accelerating Progress on Charter Commitments'.

.../2

Mayor Desjardins and Councillors

Page 2

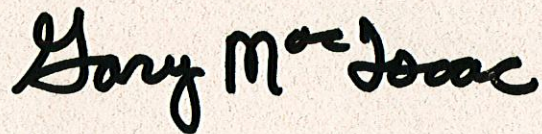
In recognition of your significant achievements, the GCC is very pleased to provide you with climate action community branding for use on websites and letterheads. An electronic file with the 2016 logo will be provided to your Chief Administrative Officer. Also enclosed is a *BC Climate Action Community 2016 – Climate Leader* window decal, for use on public buildings.

Congratulations again on your achievement. We applaud your leadership and wish you continued success in your ongoing commitment to the goal of corporate carbon neutrality, and your efforts to reduce emissions in the broader community.

Sincerely,



Tara Faganello
Assistant Deputy Minister
Local Government Division
Ministry of Municipal Affairs and Housing



Gary MacIsaac
Executive Director
Union of British Columbia Municipalities

Enclosures



GCC Communiqué on the Climate Action Recognition Program

B.C. local governments continue to play a critical role in reducing GHG emissions across the province. In acknowledgment of the ongoing efforts of local leaders, the joint Provincial-UBCM Green Communities Committee (GCC) is pleased to continue the Climate Action Recognition Program (*Recognition Program*) for B.C. local governments for the 2016 reporting year. This is a multi-level program that provides the GCC with an opportunity to review and publicly recognize the progress and achievements of each Climate Action Charter (*Charter*) signatory. Recognition is provided on an annual basis to local governments who demonstrate progress on their *Charter* commitments, according to the following:

Level 1: Demonstrating Progress on Charter Commitments

Local governments who demonstrate progress on fulfilling one or more of their *Charter* commitments will receive a letter from the GCC acknowledging their accomplishments.

Level 2: Measuring GHG Emissions

Local governments that achieve level 1, have completed a corporate carbon inventory for the reporting year and demonstrate that they are familiar with the [Community Energy and Emissions Inventory \(CEEI\)](#) for their community receive a letter from the GCC and a 'BC Climate Action Community 2016' logo, for use on websites, letterhead, etc.

Level 3: Accelerating Progress on Charter Commitments (NEW this year)

Local governments that achieve levels 1 and 2 and demonstrate significant corporate or community-wide climate action to reduce GHG emissions in the reporting year receive a letter from the GCC and a 'BC Climate Action Community 2016 – Climate Leader' logo, for use on websites, letterhead, etc.

Level 4: Achievement of Carbon Neutrality

Local governments that achieve [carbon neutrality](#) in the reporting year receive a letter from the GCC and a 'BC Climate Action Community 2016 – Climate Leader - Carbon Neutral' logo, for use on websites, letterhead, etc.

To be eligible for the *Recognition Program*, local governments must fulfill the public reporting requirements of the [Climate Action Revenue Incentive Program \(CARIP\)](#) including reporting on their progress to carbon neutrality. The GCC will determine recognition levels for the *Recognition Program* based on the information included in each local government's annual CARIP public report. Further information on CARIP and the public reporting requirements is available [online](#).

MEMORANDUM

DATE: October 24, 2017

TO: Environmental Advisory Committee

FROM: Marlene Lagoa, Community Development Coordinator

SUBJECT: Letter from Island Health, Re: Air Quality related health concerns due to domestic wood burning and backyard burning

Referral from Council

At the October 23, 2017 Regular Council Meeting, the following motion was carried:

That the Letter from Island Health, dated October 6, 2017, Re: Air Quality Related Health Concerns Due to Domestic Wood Burning and Backyard Burning be referred to the Environmental Advisory Committee to explore alternate options and incentives to domestic wood burning to encourage Esquimalt residents of alternate heating opportunities.

Relevant Bylaws

Fire Protection and Control Bylaw, 2011, No. 2783 ([Link](#))

- See definition for
 - Chiminea
 - Open air burning
 - Solid Fuel Burning Device - includes fireplace, wood stove, chiminea, fireplace insert, and wood heater.
- Part 3 deals with Control of Burning.
- Section 41 is Nuisances for burning including smoke and ash.

Maintenance of Property and Nuisance Regulation Bylaw, 2014, No. 2826 ([Link](#))

- See Nuisance section.

Bylaw Notice Enforcement Bylaw, 2014, No. 2839 ([Link](#))

- Schedule E deals with the Fire Protection & Regulation Bylaw.

Options

The enclosed letter from Island Health presents four options available to local governments to lower fine particular matter emission and improve air quality. Island Health is encouraging municipalities to adopt one or more of these strategies.

Excellent health and care, for everyone,
everywhere, every time.



October 6, 2017

Mayor Barbara Desjardins & Council
Township of Esquimalt
1229 Esquimalt Road
Esquimalt, BC
V9A 3P1

Barbara
Dear Mayor Desjardins & Council:

CORPORATION OF THE TOWNSHIP OF ESQUIMALT		
For Information:		
<input type="checkbox"/> CAO	<input type="checkbox"/> Mayor/Council	
<input type="checkbox"/>		
RECEIVED: OCT 13 2017		
Referred:		
<input type="checkbox"/> For Action	<input type="checkbox"/> For Response	<input type="checkbox"/> COTW
<input type="checkbox"/> For Report	<input checked="" type="checkbox"/> Council Agenda	<input type="checkbox"/> IC

Re: Air Quality related health concerns due to domestic wood burning and backyard burning

On an ongoing basis, our office receives concerns expressed by residents about exposure to outdoor smoke produced by wood-burning appliances and backyard burning. While some residents are bothered by the nuisance created by smoke, most are concerned about the potential health effects this exposure may have on them and others within their families. We would therefore like to draw your attention to recent developments related to wood-burning appliances and wood-smoke, and outline actions council can take to reduce the impact.

While wood-burning appliances are used as a primary or secondary source of heat in many homes, the health effects from the resulting wood-smoke have become increasingly recognized. Wood smoke contains many of the same harmful substances that are found in tobacco smoke and is a significant source of fine particulate matter (PM_{2.5}), a major component of air pollution and a detriment to health. When inhaled, PM_{2.5} embeds deep inside the tissue of the lung. Exposure is associated with a shortened lifespan, and can lead to lung cancer, reduced lung functioning and worsening of heart disease and asthma among those who suffer from these conditions. Building upon existing research, a February 2017 Health Canada study (mcgill/newsroom/woodstoves), using air quality data from three BC cities (including Courtenay/Comox), found that an increase in PM_{2.5} specifically due to wood burning in the winter was associated with a 19 percent increase in hospitalization for heart attacks among those 65 years or older.

On September 19, 2016 the government of BC adopted the new Solid Fuel Burning Domestic Appliance Regulation (SFB DAR) (BCReg218/2016). Changes include the requirement for domestic wood burning appliances sold in BC to be USEPA certified to meet PM emissions standards, and provisions regarding the kind of fuel that can be burnt. In addition, there is now a requirement for the use of noncertified hydronic wood boilers (that were installed prior to May 1, 2017) to be discontinued by 2026 unless they

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meet an 80 metre setback requirement from a property line. However, the SFB DAR does not stipulate a similar requirement for existing noncertified wood stoves.

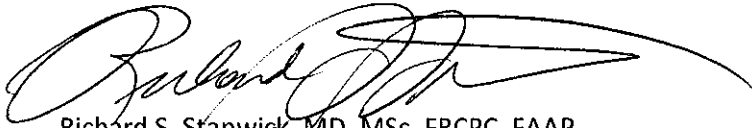
Given that SFB DAR does not require discontinuation of existing noncertified wood stoves, the potential for ongoing exposure to elevated $PM_{2.5}$ will continue in many communities. And, while wood smoke air pollution receives most attention in valley communities, it also contributes to poor air quality in localized areas where wood source space heating is used by one or more households within a neighbourhood or where backyard burning is permitted.

Local governments are uniquely positioned to lower $PM_{2.5}$ emission, improve air quality and thus achieve better health outcomes by addressing gaps not covered in SFB DAR. There are a number of ways to effect change, such as:

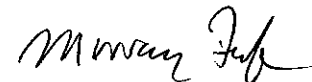
1. Update and/or implement air quality bylaws that afford more stringent controls on the type and use of wood burning appliances, such as requiring the replacement of existing noncertified appliances. This is currently being done at the local level through a bylaw in at least one community on Vancouver Island.
2. Offer incentive programs that support wood alternative heating sources. A program that focuses on exchanging woodstoves for alternative heating methods, such as heat pumps, will achieve more substantial improvements than one that focuses on exchanging a noncertified woodstove for a certified one. The provincial woodstove exchange program can be utilized. It offers higher incentives for cleaner heating options and has made heat pumps eligible.
3. Social marketing and educational campaigns that provide awareness to local residents about the health effects due to wood stove.
4. Implement bylaws that restrict backyard burning, including limitations on materials, setbacks and time periods. Most Vancouver Island local municipalities and regional districts currently have bylaws in place to address backyard burning, many of which include seasonal burning bans. Existing bylaws can be further strengthened to include burning restrictions year round in urban containment areas.

We encourage council to consider adopting one or more of these strategies. Island Health appreciates any opportunity to engage with municipalities with respect to initiatives that lead to health outcome improvements. For further discussion around air quality please contact us at HBE@viha.ca.


Sincerely,



Richard S. Stanwick, MD, MSc, FRCPC, FAAP
Chief Medical Health Officer



Murray Fyfe, MD, MSc, FRCPC
Medical Health Officer



Dee Hoyano, MD, FRCPC
Medical Health Officer, South Island

cc: Earle Plain, Air Quality Meteorologist, Nanaimo, Ministry of Environment