



**CORPORATION OF THE TOWNSHIP OF ESQUIMALT**

**A G E N D A**

**ENVIRONMENTAL ADVISORY COMMITTEE MEETING**

March 28, 2019

7:00 p.m.

Wurtele Room, Esquimalt Municipal Hall

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1. **CALL TO ORDER**
  2. **LATE ITEMS**
  3. **APPROVAL OF THE AGENDA**
  4. **MINUTES**
    - (1) Minutes of the Environmental Advisory Committee meeting, Pg. 1 – 3  
January 24, 2019
  5. **NEW BUSINESS**
    - (1) Draft 2019 – 2023 Strategic Plan Review
      - (a) Backgrounder Pg. 4 – 6
      - (b) Draft 2019 – 2023 Strategic Priorities and Goals Pg. 7 – 13
    - (2) Climate Action Plan Process – Preliminary Discussion
    - (3) Committee Chair’s Meeting with Council – Items for Discussion
  6. **REPORTS FROM STAFF LIAISON**
    - (1) Plastic Bag Bylaw
  7. **ADJOURNMENT**



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

Thursday, January 24, 2019

7:00 p.m.

Wurtele Room, Municipal Hall

**PRESENT:** Waheema Asghar – Chair  
Lorne Argyle  
Paul Helston  
Susan Low  
Councillor Lynda Hundleby (Council Liaison)

**STAFF:** Tricia deMacedo, Planner 2 (Staff Liaison)  
Bill Brown, Director of Development Services / Recording Secretary

**REGRETS:** Ronn Stevenson – Vice-Chair  
Brenda Bolton  
Louise Blight  
Councillor Ken Armour (Council Liaison)

**1. CALL TO ORDER**

Chair Asghar called the meeting to order at 7:03 p.m.

**2. LATE ITEMS**

There were no late items.

**3. APPROVAL OF THE AGENDA**

Moved by Lorne Argyle and seconded by Susan Low that the agenda be approved as presented.  
**CARRIED.**

**4. MINUTES**

(1) Minutes of the Environmental Advisory Committee meeting, November 22, 2018

Moved by Lorne Argyle and seconded by Paul Helston that the minutes of the Environmental Advisory Committee meeting of November 22, 2018 be approved as presented. **CARRIED.**

**5. NEW BUSINESS**

(1) Referral from Council for Review and Feedback: Letter from Larisa Hutcheson, Parks & Environmental Services, Capital Regional District, dated December 20, 2018, Re: Capital Region Local Government Electric Vehicle and Electric Bike Infrastructure Planning Project

Staff Liaison, provided an overview of the report entitled Capital Region Local Government Electric Vehicle (EV) + Electric Bike (E-Bike) Infrastructure Planning Guide Prepared by the Watt Consulting Group.

Generally, the report describes how and where to install EV infrastructure. A survey was conducted, which was filled out by about 600 people as well as developers. The number one barrier to purchasing an electric vehicle is cost. Next is range anxiety. The consultants developed a model of the CRD based on location criteria. Variables included: density of population, land use mix, commercial mix, exposure to traffic. The model generated maps showing proposed locations for charging stations. The report contains recommendations where the chargers should go, with one location for a level 2 charger being in the Esquimalt Town Square.

The report identifies the following roles for Local Government:

- 1) Electrify fleet,
- 2) Provide charger station, and
- 3) Require developers to install chargers.

Developers supported electric vehicle charging requirements, as long as there is a level playing field with one-third already installing electrical charging stations. It is important to future proof buildings.

Committee Comments included:

- E-bike sales are going through the roof and are growing faster than EVs.
- E-bike security is an issue; people want bike lockers.
- Electric scooters are becoming an issue; where will the scooters drive?
- Advantage to have bike lockers at multi-family dwellings.
- Theft and security are a huge barrier to purchasing an e-bike.
- E-bike charging is not that important since the battery can be charged at a regular outlet.
- The public is more interested in storage.
- For private more interest in charging.

Moved by Susan Low and seconded by Lorne Argyle that the Township encourage developers to provide secure storage for bikes in commercial and multi-family residential developments. **Carried**

## 6. REPORTS FROM STAFF LIAISON

### (1) Checkout Bag Bylaw

Staff Liaison, provided an overview of the Checkout Bag Bylaw. She stated it is basically identical to the City of Victoria's bylaw, and provides for a number of exemptions. She reviewed the proposed timeline and justification of the proposed charges.

Committee Comments included:

- Discussion about the negative environmental impacts of large paper bags.
- These types of bylaws are becoming common.
- Victoria and Saanich have led the way.
- There is no need for a grace period.

Moved by Susan Low and seconded by Paul Helston that the Environmental Advisory Committee recommend that Council make January 1, 2020 the implementation date and remove the phase in and grace period as described in the draft bylaw. **Carried**

### (2) Green Building Checklist

Staff Liaison, provided an overview of the proposed revisions to the Green Building Checklist. Questions are now check or not check which makes it much easier to assess the degree to which a developer is incorporating green building features into a proposed development. Green building initiatives that are no longer special (e.g. low flow toilets) have been removed. The bar has been set higher. Required items (e.g. the building has to be pre-plumbed for solar) are now identified. A wider protection zone for native vegetation has been included.

Committee Comments included:

- Would like to see guidelines related to accessibility added to allow aging in place (e.g. wall anchors, 33 inch doors, pocket doors, bedroom on main floor, barn doors).
- Discussion about increasing the setbacks from water courses (e.g. implementing the Riparian Area Regulation).

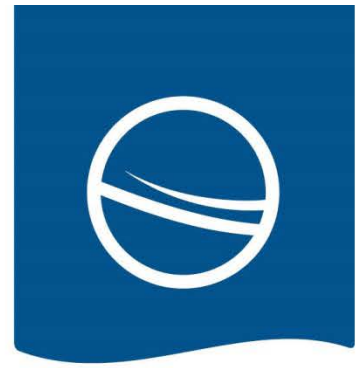
7. **ADJOURNMENT**

Moved by Lorne Argyle and seconded by Susan Low that the meeting be adjourned at 8:49 pm. **Carried**

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Waheema Asghar, Chair  
This    day of                    , 2019

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

DRAFT



## 2019 Strategic Plan background

### Township of Esquimalt

#### Our Vision

The Township of Esquimalt is a vibrant, distinct and diverse community for people to discover and belong.

#### Our Mission

The Township of Esquimalt works to make our economic, cultural, social and environmental community a better place for today and for the future.

#### Our Core Values

##### **Accountability**

We are transparent and take responsibility for our policies, our decisions and our actions.

##### **Integrity**

We practice high standards of ethical behaviour and open communication that inspires trust.

##### **Respect**

We value people and treat everyone with dignity and fairness.

##### **Service Excellence**

We meet community needs and achieve high-quality results through teamwork, partnerships, innovation and creativity.

##### **Passion**

We approach our work with conviction and enthusiasm.

## The process so far

Mayor and Council met November 30 and December 1, 2018 and January 12, 2019 to develop and identify key strategic priorities and goals to be undertaken during the term of Council 2019 – 2023.

The Chief Administrative Officer and senior leadership group then used the draft strategic priorities and goals in a separate workshop to update and develop operational strategies and work plans to support the direction set by Council. The operational strategies were developed with consideration to capacity and resource requirements.

The draft Strategic Priorities and Goals including supporting Operational Strategies were then considered at a Special Committee of the Whole on March 11, 2019. After some deliberation and direction for minor updates, the Committee endorsed the draft priorities, goals and strategies. The Committee then directed staff to distribute the documents to all Advisory Committees and post to the Township website for comment and input.

Comments and input will be open until April 3, 2019 at which time the information will then be reviewed by staff and recommendations for action will be presented for consideration at the April 15, 2019 regular Committee of the Whole meeting. The meeting will be held in the Municipal Hall Council Chamber at 7:00pm. There will be additional opportunity for public input at this public meeting.

## Key terms

### 1. Chief Administrative Officer (CAO):

Staff position appointed by Council and responsible for overall management of the operations of the Township. The CAO ensures that the policies, programs and other direction of Council are implemented and advises and informs Council on the operations and affairs of the Township.

### 2. Strategic priorities and goals:

Strategic priorities are the issues that create a gap between the ideal and reality. Priorities are long-term and is aligned with the Township's Mission and Vision.

Strategic Goals are broad priorities for the Township and are not likely to change from year to year. Goals are big picture, where the Township hopes that our efforts will ultimately bring us.

3. Operational strategies:

Operational strategies are actions that work to close the gap between where you are starting from and where you want to be, how you intend to reach the strategic goal.

4. Special Committee of the Whole (COTW):

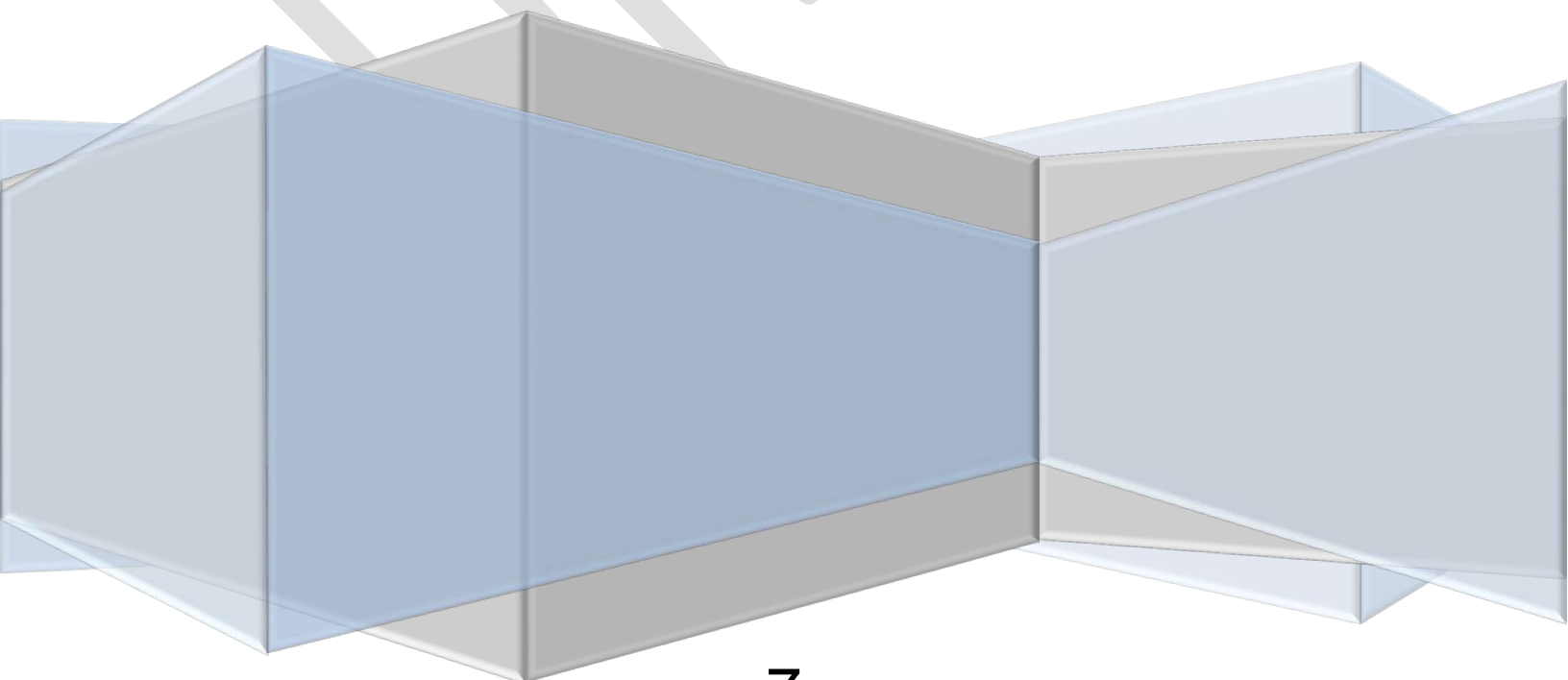
A Special Committee of the Whole means a Committee of the Whole meeting outside of the regularly scheduled meetings for the year. The purpose of the COTW is to allow Council to meet in a less formal and structured manner to discuss issues of long term planning and policy development or other matters that from time to time may require in depth consideration.

Township of  
**ESQUIMALT**

**Draft Strategic Priorities  
and Goals**

WITH OPERATIONAL STRATEGIES

**2019 - 2023**





# HEALTHY, LIVABLE AND DIVERSE COMMUNITY

## **Support community growth, housing and development consistent with our Official Community Plan (OCP)**

- Develop parking strategy including review and update of parking bylaw
- Facilitate policy discussion for private use of public lands
- Complete housing inventory
- Complete staff report on implications and costs to develop neighborhood design guidelines for the entire community
- Complete staff report on the feasibility and benefits of having a policy in regard to detached accessory dwelling units, carriage houses and below market housing

## **Support multi-modal transportation strategies that reflect the cumulative impact of business and residential development**

- Research and consider best practices for multi-modal traffic initiatives and strategies
- Engage with stakeholders, user and advisory groups to ensure input is considered as development occurs

## **Support the arts, culture and heritage community**

- Develop a Public Art Master Plan
- Provide training for Advisory Planning Commission members on heritage values
- Complete 2 additional statements of significance in accordance with the Heritage Policy
- Utilize Township communication tools to promote and support community events

## **Enhance opportunities for Parks & Recreation**

- Continue with opportunity to replenish Parkland Acquisition Fund
- Develop long range design plans for major parkland areas
- Engage with stakeholders and residents on parks and recreation services

## **Fully utilize the \$17 million McLoughlin amenity funds to maximum potential**

- Identify and facilitate the selection of projects to be funded by McLoughlin amenity funds in conjunction with public consultation

## **Advance the work of reconciliation with Indigenous People**

- Support working group as required as recommendations made to Council

## **Control deer in partnership with other governments**

- Continue with public education program
- Continue with annual deer counts in conjunction with Department of National Defence

# HEALTHY, LIVABLE AND DIVERSE COMMUNITY

## **Develop and implement strategies that reduce impact on the environment consistent with our Climate Action Charter goals**

- Evaluate all public buildings for potential energy efficiencies
- Evaluate all equipment purchases consistent with Township sustainable purchasing policies
- Create a Climate Adaptation Plan
- Create a Climate Action Plan
- Participate in the Residential Retrofit Acceleration Project to advance energy efficiency in the built environment

## **Develop health strategies for our community**

- Work with developers and community organizations to support research related to health and wellness
- Work with developers to incorporate health and wellness facilities in new developments
- Develop design guidelines for improving the design of “missing middle” housing (PlanH)
- Continue to develop opportunities that promote healthy and active living

# BUILD AND ENHANCE PARTNERSHIPS

## **Work with Esquimalt and Songhees First Nations to support economic, cultural, social and environmental opportunities**

- Organize regular Community to Community forums
- Consult and engage with First Nations on update of Economic Development Strategy
- Consult and engage with First Nations on any Official Community Plan amendments

## **Work with governments, school districts and stakeholders to enhance 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
- Promote emergency preparedness through shared initiatives and training
- Utilize Community Safety Working Group on issues impacting the community
- Continue to advocate for improvements to sustainable regional transportation initiatives
- Advocate with other governments for increased childcare opportunities

## **Work with Esquimalt community groups to advance economic, cultural social and environmental opportunities**

- Continue with the Adapting Together Project to assess and prioritize climate risks to Esquimalt
- Create policies and guidelines to improve social health in multi-family housing (Plan H project)
- Continue with consultation for implementation of Checkout Bag Regulation Bylaw

# RESILIENT AND DIVERSE ECONOMIC ENVIRONMENT

## **Develop and seek opportunities for the Municipal Lands within the Esquimalt Town Centre**

- Obtain Certificate of Compliance
- Monitor construction of new library space
- Finalize storm and sanitary servicing
- Explore opportunities for Public Safety Building project in conjunction with McLoughlin amenity funds

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

- Explore further opportunities under the Revitalization Tax Incentive Program
- Enhance intersection safety and explore parking options

## **Boost investment in the local economy and promote the growth and diversity of businesses**

- Review short and long term options for increased focus on economic development including update of Economic Development Strategy, resourcing options and development of marketing strategy
- Consider option to work with South Island Prosperity on an Economic Development Assessment Framework and Business Investment Toolkit
- Work with the Chamber of Commerce to increase engagement with local business
- Facilitate budget discussion to assess readiness for additional business investment and growth
- Utilize relationship with Urban Design Institute and South Vancouver Island Economic Development Association as additional input and resource for economic development
- Provide options to complete a development capacity assessment

# LOCAL SERVICES AND INFRASTRUCTURE

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

- Implementation of Inflow and Infiltration management plan and evaluation of underground infrastructure
- Continued implementation of sidewalk master plan
- Continued implementation of roadway master plan
- Continued implementation of street lighting improvements and upgrades
- Explore local initiatives for other waste streams

## **Identify long term financial requirements for local services and infrastructure**

- Complete and update infrastructure and asset inventory
- Development of asset management strategy and plans

## **Promote opportunities to share services where operationally and financially beneficial**

- Develop management plan with the Department of National Defence and Public Works Canada for storm drain spill events

## **Work to achieve equitable costing and optimization of policing in Esquimalt**

- Explore all possibilities to ensure compliance with Victoria and Esquimalt Police Framework Agreement
- Review all alternatives for provision of police services to the community
- Clarify and establish Esquimalt position on the Framework Agreement with Victoria & Esquimalt Police Board

## **Support ongoing improvements to transportation corridors**

- Evaluate transportation corridors for opportunities and options to enhance

## **Plan for continuity of core local services and infrastructure in the event of an emergency**

- Research Opportunities for public alert system
- Review existing plans and update for business continuity and update as necessary

## **Support Chief Administrative Officer to maintain an organizational culture of collaboration, learning and engagement consistent with the Township's core values**

- Ensure hiring practices incorporate core values
- Ensure regular performance evaluations are completed throughout the organization and are reflective of the Core Values

## **Ensure capacity is adequate to support the goals in the Strategic Plan**

- Assess capacity in the organization and develop succession plans
- Work with senior leadership team to develop operational strategies and budgets to achieve strategic goals
- Promote leadership development within the organization

## **Engage, respect and respond to the needs of our community**

- Consider improvement to user services on website to make more accessible
- Explore feasibility of enhanced online services
- Coordinate information and opportunities to improve awareness of financial processes