



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

September 26, 2019

7:00 p.m.

Wurtele Room, Esquimalt Municipal Hall

-
1. **CALL TO ORDER**
 2. **LATE ITEMS**
 3. **APPROVAL OF THE AGENDA**
 4. **INTRODUCTIONS**
 5. **ELECTIONS**
 - (1) Election of Chair and Vice Chair
 6. **MINUTES**
 - (1) Minutes of the Environmental Advisory Committee meeting, May 23, 2019 Pg. 1 – 2
 7. **NEW BUSINESS**
 - (1) Council Policies
 - a) Operational Guidelines for Council Committees ADMIN-45 Pg. 3 – 4
 - b) Environmental Advisory Committee Terms of Reference ADMIN-47 Pg. 5 – 6
 - c) Role of Youth Representative ADMIN-60 Pg. 7
 - d) Role of Staff Liaison ADMIN-61 Pg. 8
 - (2) Council Strategic Priorities and Goals 2019 – 2023 Pg. 9 – 23
 - a) Updated Operational Strategies Chart (September 2019) Pg. 24 – 34
 - (3) Membership List Contact Information
 - (4) Agenda Items and Distribution
 - (5) Meeting Schedule Dates and Times
 - (6) Together for Climate Risk Assessment Summary Report – For Information and Discussion Pg.35 – 40
 - (7) 2019 CARIP Report – For Information Pg. 41 – 60
 - (8) Draft Climate Progress Report – For Information and Discussion Pg.61 – 76
 - (9) Draft Climate Planning Terms of Reference – For Information and Discussion Pg.77 – 83

- (10) Single Use Plastic Reduction
 - a) Checkout Bag Regulation Bylaw Update – For Information
 - b) Letter from Ministry of Environment and Climate Change Re: Action on Plastics – For Information, Discussion and Recommendation
- Pg.84 – 95

8. REPORTS FROM STAFF LIAISON

- (1) Residential Retrofit Acceleration Program

9. ADJOURNMENT



CORPORATION OF THE TOWNSHIP OF ESQUIMALT
MINUTES
ENVIRONMENTAL ADVISORY COMMITTEE

Thursday, May 23, 2019
7:00 p.m.
Wurtele Room, Municipal Hall

PRESENT: Waheema Asghar – Chair
Lorne Argyle
Paul Helston
Susan Low
Brenda Bolton
Councillor Lynda Hundleby (Council Liaison)
Councillor Ken Armour (Council Liaison)

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

REGRETS: Rebecca Wolf Gage
Ronn Stevenson – Vice Chair
Louise Blight

1. **CALL TO ORDER**

Chair Asghar 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 Lorne Argyle, seconded by Paul Helston, that the agenda of the Environmental Advisory Committee meeting of May 23, 2019 be approved as presented. **CARRIED.**

4. **MINUTES**

(1) Minutes of the Environmental Advisory Committee meeting, March 28, 2019

Moved by Susan Low, seconded by Lorne Argyle, that the minutes of the Environmental Advisory Committee meeting of March 28, 2019 be approved as presented. **CARRIED.**

5. **REPORTS FROM STAFF LIAISON**

(1) Checkout Bag Regulation Bylaw Engagement
a) Final Report – May 2019

Ms. deMacedo provided an overview of the engagement process. The engagement phase has ended. Summary of results of the engagement process was handed out. There were:

- 451 completed surveys.
- 85% Esquimalt residents.
- 9 business owners.
- 53% strongly agree; 15% agree; 16% strongly disagree.
- Of business owners: positive responses 49%, negative 33%.

Next steps – staff will take a report to Council.

Additional points:

- Surprised that so few businesses responded.
- Felt that the engagement was enough.
- It was picked up by the news a lot.

(2) Climate Action

Summary of activities:

- Ms. deMacedo is preparing a report related to climate action.
- Esquimalt and 16 other municipalities in BC have declared a climate emergency.
- Move carbon neutrality goal from 2050 to 2030.
- We have joined the Partners for Climate Protection. It is a program of the Federation of Canadian Municipalities. The program consists of 5 milestones.
- The committee was provided with a copy of the community emissions inventory. The inventory shows breakout of sources of emissions.
- Review of Corporate GHG emissions. Ms. deMacedo will be taking a report to Council in June.

(3) Adapting Together Project

a) Esquimalt Vulnerability Assessment Report

- Ms. deMacedo provided the committee with an update on the Together for Climate adaptation project. At the first workshop 40 potential impacts were identified resulting in 26 actual impacts. In the second workshop the impacts were ranked. The third workshop will be held in the fall.
- Committee was asked to review the information and provide feedback.
- An engineering firm has been retained by the CRD to do a sea level rise analysis and Tsunami impact assessment for the entire CRD. There will be an update based on more detailed data.
- Ms. deMacedo hopes to incorporate the information from the Adaptation Plan into the Climate Action Plan.
- A Committee member asked when we talk about renewable energy sources. Ms. deMacedo responded that this should be discussed as part of the Climate Action Plan.

6. **ADJOURNMENT**

The meeting adjourned at 8:27 p.m.

, Chair
This day of , 2019

Certified Correct:

Rachel Dumas, 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:
 - 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:
 - 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 *Community Charter* and as determined by either:

EFFECTIVE DATE: May 25, 2015	APPROVED BY: Council	REFERENCE: ADM-15-021	AMENDS: February 4, 2013	PAGE 1 OF 2
--	--------------------------------	---------------------------------	------------------------------------	--------------------

TITLE: Operational Guidelines for Council Committees and Commissions

NO. ADMIN- 45

- The Corporate Officer;
- The Chief Administrative Officer;
- The Staff Liaison or senior staff person in attendance at the meeting; or
- The Council.

2. Meeting Procedures

All procedures of committees shall comply with the *Council Procedure Bylaw, 2009, No. 2715*, as amended.

3. Notices of Meetings, Agendas and Minutes

- 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.

ORIENTATION

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.

ROLES

1. Chair - the role of the Chair of a committee shall be to:
 - 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:
 - 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.

EFFECTIVE DATE:
May 25, 2015

APPROVED BY:
Council

REFERENCE:
ADM-15-021

AMENDS:
February 4, 2013

PAGE 2 OF 2



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: January 6, 2014	PAGE 1 OF 2
--	--------------------------------	---------------------------------	-----------------------------------	--------------------

**TITLE: Terms of Reference
Environmental Advisory Committee**

NO. ADMIN - 47

QUORUM

The calculation of quorum to conduct business is 50% +1 of full voting members, for example:

- 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

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.

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.

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.

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.

Meeting procedures will be in accordance with the *Community Charter and Council Procedure Bylaw*, as set out in Council Policy ADMIN-45 "Operational Guidelines for Council Committees and Commissions."

EFFECTIVE DATE: May 25, 2015	APPROVED BY: Council	REFERENCE: ADM-15-021	AMENDS: January 6, 2014	PAGE 2 OF 2
--	--------------------------------	---------------------------------	-----------------------------------	--------------------



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

COUNCIL POLICY

TITLE: Role of Youth Representative Appointments to Council Committees	NO. ADMIN – 60
---	-----------------------

POLICY

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.

For the purposes of this policy, youth are defined as persons:

- 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.

PROCEDURE

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:
 - (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: January 17, 2011	PAGE 1 OF 1
--	--------------------------------	---------------------------------	------------------------------------	--------------------



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

COUNCIL POLICY

TITLE: Role of Staff Liaison Appointment to Council Committees

NO. ADMIN – 61

POLICY:

Each Committee and Commission appointed by Council [the “Committee”] will have a Staff Liaison position.

The Staff Liaison position is an advisory position that supports the Committee by acting as a resource and coordinator to assist the Committee meet its mandate as set out in its Terms of Reference.

This policy lays out the framework of the role of Staff Liaison.

ROLE OF STAFF LIAISON:

To support the Committee by:

1. providing technical advice, background information and answering questions.
2. providing a historical context for past practices and events of relevance to the Committee.
3. assisting the Committee to establish its work plans and goals.
4. assisting Committee members to connect with pertinent information and other resources that can help fulfil the Committee’s work plan.
5. forwarding recommendations from the Committee to Council.
6. reporting back to the Committee on the decisions of Council regarding Committee recommendations.
7. seeking the Committee’s feedback on municipal initiatives that are aligned with the mandate or work plan of the Committee.
8. advising, and assisting, where required, on the development and revision of policies.
9. advising the Committee on municipal structure / operations and procedural / legislative requirements.
10. assisting with the set up of displays and promotional materials, and attending Committee events as necessary.
11. providing administrative advice and coordination in agenda preparation and meeting room set up.
12. recording Committee minutes in the absence of the recording secretary.

EFFECTIVE DATE:
February 21, 2011

APPROVED BY:
Council

REFERENCE:

AMENDS:

PAGE 1 OF 1



Strategic Priorities 2019-2023

May 2019



Table of contents

Strategic planning: Mayor and Council.....	2
Our vision	3
Our mission	3
Our core values	3
Strategic priorities	4
Our goals and operational strategies	5
Healthy, livable and diverse community.....	6
Build and enhance partnerships	9
Resilient and diverse economic environment.....	10
Local services and infrastructure	11
Excellence in public service.....	13

Strategic planning: Mayor and Council

Mayor and Council adopt bylaws and policies, approve the municipal budget, and serve on various committees within the municipality and region.

They also 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 use these strategic priorities to develop operational strategies and work plans to support the direction set by Council.



Clockwise from top left: Councillor Meagan Brame, Councillor Jacob Helliwell, Councillor Tim Morrison, Councillor Jane Vermeulen, Councillor Ken Armour, Mayor Barbara Desjardins and Councillor Lynda Hundleby

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.



Strategic priorities

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

-  **We strengthen the health, livability and diversity of the community**
-  **We encourage a resilient and diverse economic environment**
-  **We will build and enhance partnerships with community groups and other governments**
-  **We efficiently and effectively provide local services and infrastructure**
-  **We achieve excellence in public service**

Our goals and operational strategies

Goals are big picture, where the Township hopes that our efforts will ultimately bring us.

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.



Healthy, livable and diverse community objective: “Enhance opportunities for parks & recreation.”

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 neighbourhood 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 two 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 (emergency services and public safety facilities, waterfront park improvements and recreation/public space improvements)

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
- Seek Provincial approval of deer management and reduction strategy, with Urban Wildlife Stewardship Society assistance
- Contact Department of National Defence regarding realignment with Township strategy
- Advocate with the Capital Regional District for a region wide strategy

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



Healthy, livable and diverse community objective: “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, development of marketing strategy and amendment of visioning statement
- Consider option to work with South Island Prosperity Project on an Economic Development Assessment Framework and business investment toolkit
- Work with the Esquimalt 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 Island Prosperity Project 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 for enhancement
- Develop an Active Transportation Plan for completion by the end of 2020

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



Local services and infrastructure objective: “Develop an Active Transportation Plan for completion by the end of 2020.”

EXCELLENCE IN PUBLIC SERVICE

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



Township of Esquimalt

1229 Esquimalt Road
Esquimalt, BC V9A 3P1
250-414-7100

Connect with us

esquimalt.ca
[facebook.com/TownshipofEsquimalt](https://www.facebook.com/TownshipofEsquimalt)
twitter.com/EsquimaltBC

Operational Strategies 2019 - 2023

HEALTHY, LIVABLE AND DIVERSE COMMUNITY

Operational strategies	Responsibility	Progress
Support community growth, housing and development consistent with our Official Community Plan (OCP)		
Develop parking strategy including review and update of parking bylaw	Engineering & Public Works	Scope of work to be determined in the third period.
Facilitate policy discussion for private use of public lands	Community Safety	Concluded in P1
Complete housing inventory	Development Services	Underway – will be presented to Council in the third period.
Complete staff report on implications and costs to develop neighbourhood design guidelines for the entire community	Development Services	Some work has been completed – do to other priorities and workloads this may have to wait until the first period in 2020.
Complete staff report on the feasibility and benefits of a policy in regard to detached accessory dwelling units, carriage houses and below market housing	Development Services	Research is underway. Monitoring progress in nearby municipalities. Final report will be presented to Council in the third period.
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	Engineering & Public Works	As streets come up for renewal or upgrade, current guides and best practices are reviewed (i.e. Lampson Street and Lyall Street cross sections) – there were no applicable projects in this period.
Engage with stakeholders, user and advisory groups to ensure input is considered as development occurs	Engineering & Public Works Development Services	Engagement occurs as projects are being undertaken – there were no applicable projects this period.
Support the arts, culture and heritage community		
Develop a Public Art Master Plan	Parks & Recreation	This work is scheduled for the 3 rd period.
Provide training for Advisory Planning Commission members on heritage values	Development Services	To be completed in the third period when appropriate staff can be scheduled to organize a presentation to the APC.
Complete two additional statements of significance in accordance with the	Development Services	To be completed in the third period when appropriate staff can be scheduled to complete the statements of

Operational Strategies 2019 - 2023

Heritage Policy		significance.
Utilize Township communication tools to promote and support community events	Corporate Services	<ul style="list-style-type: none"> • Promoted township events on a variety of channels, including social media, website, digital displays and subscriber-based direct emails • Promoted township events in community newsletter • Promoted township events in paid Times Colonist feature highlighting Esquimalt events • Established clear parameters to volunteer groups on the communications services available to support events to improve efficient collaboration and expectations
Enhance opportunities for Parks & Recreation		
Continue with opportunity to replenish Parkland Acquisition Fund	Development Services CAO	In progress, RFP process for 880 Fleming has been concluded with negotiations ongoing with the preferred proponent at this time.
Develop long-range design plans for major parkland areas	Parks & Recreation	Work is underway for Esquimalt Gorge Park this Fall.
Engage with stakeholders and residents on parks and recreation services	Parks & Recreation	Surveys for summer program feedback have been completed.
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 (MAF) in conjunction with public consultation (emergency services and public safety facilities, waterfront park improvements and recreation/public space improvements)	Parks & Recreation MAF staff working group	Stantec was been retained to develop concepts and facilitate the next round of public consultation in Sept.
Advance the work of reconciliation with Indigenous People		
Support working group as required as recommendations made to Council	Dependent on recommendations approved	Grant application approved to support Indigifest.
Control deer in partnership with other governments		
Continue with public education program	Community Safety	Pub Ed as managed by UWSS is ongoing.

Operational Strategies 2019 - 2023

Continue with annual deer counts in conjunction with Department of National Defence	Community Safety	Discussions with DND indicate they will participate in a final deer count in the fall in conjunction with the Township.
Seek Provincial approval of deer management and reduction strategy, with Urban Wildlife Stewardship Society assistance	Community Safety	Discussions with UWSS indicate that they are unable to assist with seeking permission for the province to conduct additional research. They do not have the resources to conduct the Oak Bay study and also a study in Esquimalt. UWSS is willing to act as a resource to assist the Township in identifying a contractor to put a proposal together from the Township to the Province, however, any proposed study would need to be written and presented by a private contractor.
Contact Department of National Defence regarding realignment with Township strategy	Community Safety	DND staff has presented a report to the DND management team seeking direction in relation to partnering with Esquimalt on a research project relating to immunocontraception. DND staff expect a decision soon from the DND management team.
Advocate with the Capital Regional District for a region wide strategy	Mayor and Council	Verbal update from Council to be provided at public meeting.
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	Engineering & Public Works Parks and Recreation	Working with consultant to determine asset management strategy for Municipal Hall. This will lead to scope of work for replacement of various assets in the third period.
Evaluate all equipment purchases consistent with Township sustainable purchasing policies	Development Services	This is done through the purchasing bylaw.
Create a Climate Adaptation Plan	Development Services	In progress – to be completed in the third period. The next workshop is scheduled in October.
Create a Climate Action Plan	Development Services	Will start in the third period when staff will present a report to Council at the October COTW.
Participate in the Residential Retrofit Acceleration Project to advance energy efficiency in the built environment	Development Services	Coordinated with Communications to add info about the program to social media and website

Operational Strategies 2019 - 2023

Develop health strategies for our community		
Work with developers and community organizations to support research related to health and wellness	Development Services	Much of our work on “Designing Density” relates to health and wellness. The results of this project will be developed into policy and guidelines for incorporation into the OCP.
Work with developers to incorporate health and wellness facilities in new developments	Development Services	As rezoning applications are received, staff and the applicant discuss the potential for incorporating medical facilities.
Develop design guidelines for improving the design of ‘missing middle’ housing (PlanH)	Development Services	In progress – there will be an open house in October after which time the final report will be completed and presented to Council. The design guidelines will fall out of the recommendations in the report.
Continue to develop opportunities that promote healthy and active living	Development Services Parks and Recreation	The active sidewalk was installed at the Rec Centre.

Operational Strategies 2019 - 2023

BUILD AND ENHANCE PARTNERSHIPS

Operational strategies	Responsibility	Progress
Work with Esquimalt and Songhees First Nations to support economic, cultural, social and environmental opportunities		
Organize regular Community to Community forums	Development Services CAO	CAO recently made contacts with Esquimalt Nation and will engage in the third period to look at scheduling.
Consult and engage with First Nations on update of Economic Development Strategy	Development Services	Waiting for partnership with SIPP to be activated.
Consult and engage with First Nations on any Official Community Plan amendments	Development Services	This is done with every OCP amendment
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	Parks & Recreation	Work continues on establishing regional collaboration on facility passes and PerfectMind software. The inter-Municipal Health and Recreation Alliance partnership with Island Health continues to be developed.
Promote emergency preparedness through shared initiatives and training	Community Safety	Staff continues to participate in working groups of the Regional Emergency Management Partnership including Measuring Regional Preparedness Project, Regional exercises, and Regional Concept of Operations. Staff is also working with the City of Victoria and Victoria Police Department to utilize a successful joint grant application for EOC exercise and training.
Utilize Community Safety Working Group on issues impacting the community	Community Safety	There was only one ECSSWG meeting this period as the group does not meet over the summer months. The group discussed revitalizing ETAG, VicPD activities, Private use of public land, and reviewed outstanding action items.
Continue to advocate for improvements to sustainable regional transportation initiatives	Mayor and Council	Verbal update to be provided from Council at public meeting.
Advocate with other governments for increased childcare opportunities	Mayor and Council	Verbal update to be provided from Council at public meeting.

Operational Strategies 2019 - 2023

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	Development Services	The two final workshops will take place in the third period. The report will then be written and presented to Council.
Create policies and guidelines to improve social health in multi-family housing (Plan H project)	Development Services	In progress – the final report will be presented to Council in the third period. Policies and guidelines will be developed from the report's recommendations.
Continue consultation for implementation of Checkout Bag Regulation Bylaw	Development Services	On hold pending the outcome of the provincial review of the issue.

RESILIENT AND DIVERSE ECONOMIC ENVIRONMENT

Develop and seek opportunities for the Municipal Lands within the Esquimalt Town Centre		
Obtain Certificate of Compliance	Engineering & Public Works	Submission package for on and off site Certificates completed and will be submitted to the Ministry in September for acceptance.
Monitor construction of new library space	Development Services	Construction has not yet started.
Finalize storm and sanitary servicing	Engineering & Public Works	Working with the developer to review costs and timelines. Work is expected to occur in the third period.
Explore opportunities for Public Safety Building project in conjunction with McLoughlin amenity funds	Fire	Information gathered in the first quarter will be reviewed and opportunities will be explored in the third quarter.
Support revitalization and beautification initiatives along Esquimalt Road		
Explore further opportunities under the Revitalization Tax Incentive Program	Financial Services	Amendment made to bylaw; Further discussion and potential revisions planned for third period 2019
Enhance intersection safety and explore parking options	Engineering & Public Works	In the third period a COTW report will be presented to deal with Esquimalt Road from Canteen Road to Admirals Road.
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	CAO	Short term is to commence project with South Island Prosperity Project in the third period 2019 and long term

Operational Strategies 2019 - 2023

including update of Economic Development Strategy, resourcing options, development of marketing strategy and amendment of visioning statement		options will be determined in 2020 with results of his project.
Consider option to work with South Island Prosperity Project on an Economic Development Assessment Framework and business investment toolkit	CAO	This work is scheduled to begin in the third period.
Work with the Esquimalt Chamber of Commerce to increase engagement with local business	Corporate Services Development Services	<ul style="list-style-type: none"> • Attend the Chamber “Linger at Lunch” events 1/month to learn about local events, meet new businesses • Work directly with Chamber to include mention of Township Revitalization Tax Exemptions • Work directly with Chamber to include public engagement opportunities in the Chamber newsletter (increase business awareness of township feedback opportunities) • Work directly with Chamber to help solicit applications for council committees (increase business awareness of township volunteer opportunities) • Consult with Chamber on policy issues such as “check-out bags”.
Facilitate budget discussion to assess readiness for additional business investment and growth	CAO	This has been rolled in to project with South Island Prosperity Project and results are expected in second or third quarter of 2020; funding for SIPP project has been approved in the 2019 budget.
Utilize relationship with Urban Design Institute and South Island Prosperity Project as additional input and resource for economic development	Development Services CAO	Meeting with Urban Design Institute is currently being scheduled for early October. Work with South Island Prosperity Project starting in third period.
Provide options to complete a development	Development Services	This will be done in the third period. Background

Operational Strategies 2019 - 2023

capacity assessment		research has started.
---------------------	--	-----------------------

LOCAL SERVICES AND INFRASTRUCTURE

Operational strategies	Responsibility	Progress
Identify infrastructure repair and proactively plan for replacement needs		
Implementation of Inflow and Infiltration Management Plan and evaluation of underground infrastructure	Engineering & Public Works	Communication strategy has been developed for dye testing program. Carrying out cameraing of collection mains (sanitary/storm) to determine condition and cross connections. Legal opinion obtained for working on private property with a draft bylaw. In discussions with CRD about potential funding for II study.
Continued implementation of sidewalk master plan	Engineering & Public Works	A portion of the new sidewalk program has been completed while purchase of right of way has been underway. Remaining portion to be completed in third period. Replacement sidewalk program to be undertaken in third period.
Continued implementation of roadway master plan	Engineering & Public Works	No major projects approved in budget. Carrying out major maintenance/minor capital works at various locations over the first and second periods. Work to continue in the third period.
Continued implementation of street lighting improvements and upgrades	Engineering & Public Works	Purchase Order for equipment along Colville Road has been placed. Work to occur in the third period.
Explore local initiatives for other waste streams	Engineering & Public Works	Have carried out discussion with CRD on potential yard/garden/kitchen scraps stream combination but no definitive answer yet. Yard and Garden contract awarded. Working on COTW report in third period for IRM.
Identify long term financial requirements for local services and infrastructure		
Complete and update infrastructure and asset inventory	Financial Services Engineering & Public Works Parks & Recreation	Continue to correlate and location information from various sources to centralized databases.
Development of asset management strategy and plans	Financial Services Engineering & Public Works Parks & Recreation	Report received in late second period and will be finalized in the third period that assesses Township progress in developing asset management project.

Operational Strategies 2019 - 2023

		Road/sidewalk assessment completed and data being analyzed in third period and used to determine activities in 2020.
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	Engineering & Public Works	Meetings have been held with DND and Coast Guard with some minor exercises being completed. Will meet with PWCGS in the third period at bi-annual meeting of stakeholders.
Work to achieve equitable costing and optimization of policing in Esquimalt		
Explore all possibilities to ensure compliance with Victoria and Esquimalt Police Framework Agreement	CAO	Meetings have occurred with staff from Esquimalt, Victoria and Province in discussion with Board. Further meetings to discuss performance metrics scheduled this week with VicPD and municipal staff.
Operational strategies	Responsibility	Progress
Review all alternatives for provision of police services to the community	CAO	Alternatives are being considered in conjunction with Framework Agreement.
Clarify and establish Esquimalt position on the Framework Agreement with Victoria & Esquimalt Police Board	CAO	This strategy has been completed.
Support ongoing improvements to transportation corridors		
Evaluate transportation corridors for opportunities and options for enhancement	Engineering & Public Works	Utilizing corridor management data, developing a master plan for maintenance/renewal/upgrade for 2020 budget.
Develop an Active Transportation Plan for completion by the end of 2020	Engineering & Public Works	Budget request will be made in the 2020 budget. Scope of work to be determined in the third period.
Plan for continuity of core local services and infrastructure in the event of an emergency		
Research opportunities for public alert system	Community Safety	Voyent Alert system has been purchased and will have a soft rollout in the next period.
Review existing plans and update for business continuity and update as necessary	Community Safety	Review of plans is partially completed. Expected to have all plans reviewed by the end of next period.

Operational Strategies 2019 - 2023

EXCELLENCE IN PUBLIC SERVICE

Operational strategies	Responsibility	Progress
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	Corporate Services	Job descriptions updated to include core values. Manager of Engineering, Manager of Finance and Assistant Chief recruitment processes included assessments of candidates values to ensure alignment with the Township's.
Ensure regular performance evaluations are completed throughout the organization and are reflective of the core values	Corporate Services	Performance evaluations are completed annually and HR will be improving evaluation tools in the third quarter.
Ensure capacity is adequate to support the goals in the Strategic Plan		
Assess capacity in the organization and develop succession plans	Corporate Services Directors	Development of a leadership development program has begun with implementation in first quarter of 2020.
Work with senior leadership team to develop operational strategies and budgets to achieve strategic goals	CAO	This strategy has been completed in the second period.
Promote leadership development within the organization	CAO Corporate Services	Research has begun on building a leadership development program and this will be a focus for the third quarter.
Engage, respect and respond to the needs of our community		
Consider improvement to user services on website to make more accessible	Corporate Services	Assessed the possibility of having a translate function built into our website; however this function is not supported. Research completed with regards to requirements to update Council meeting information on website with updates to be implemented in the third quarter. Several webpages have been updated to ensure user friendly links are accessible.

Operational Strategies 2019 - 2023

Explore feasibility of enhanced online services	Financial Services Corporate Services	Discussions were held with service provider; Quoted costs were significant and did not provide sufficient value or return; Scaled down scope of services being implemented in third period.
Coordinate information and opportunities to improve awareness of financial processes	Financial Services	Public information session to educate about the Financial Services department as well as topics including budget/financial plan and taxation. Session was held in first period with a second session planned for third period 2019.



SUMMER 2019


**TOGETHER FOR
CLIMATE
ESQUIMALT**





**RISK ASSESSMENT
SUMMARY REPORT**

Analyzing risk is a key step in adapting to climate change and planning for a future in which the climate will be different than it is today. This report summarizes the most significant climate risks to Esquimalt and is based on stakeholder participation in workshops to date, additional information collected through online surveys and correspondence, interviews with experts in the region, and consultation with the Together for Climate team and Township staff in Esquimalt.

The outcomes from this assessment reflect our current understanding of present conditions and anticipated climate projections for the region, and should be revisited every five years as climate science and our capacity to respond changes over time. This document should be treated as a living document that can be updated in the interim.

TOP CLIMATE RISKS FOR ESQUIMALT

	More extreme rainfall events causing inflow and infiltration of rainwater into sanitary sewer systems. [High risk]
	More extreme weather events and conditions increasing demand on public services (e.g. emergency responders and public works staff). [Medium-high risk]
	More extreme weather and heat events increasing mortality and health issues, particularly for vulnerable populations (e.g. homeless, elderly, pregnant women). [Medium risk]
	Rising annual temperatures and hotter drier summers negatively affecting city trees. [Medium risk]
	Increase in extreme weather and high wind events causing damage to infrastructure and utilities (e.g. electricity disruptions, impact on West Bay Marina and float homes) [Medium risk]
	Rising annual temperatures and drier summers causing stress for native species populations, affecting biodiversity and creating new opportunities for invasive species. [Medium risk]
	Hotter and drier summers increasing PM 2.5, ground-level ozone, allergens, and smoke, leading to poor air quality. [Medium risk]
	More extreme weather events and resulting impacts (e.g. erosion, contamination, coastal inundation) affecting access to recreational opportunities such as beach access, trail closures, etc. [Medium risk]
	Hotter air and surface water temperatures increasing the incidence of vector-borne diseases (e.g., West Nile Virus, Lyme Disease). [Medium-low risk]

	<p>Hotter and drier summers increase the risk of wildland-urban fire in the region, affecting the Township’s emergency response capacity. There is some risk to Esquimalt, but there are other regional risks that could affect Esquimalt (e.g., Saanich or Sooke Watershed). [Medium-low risk]</p>
	<p>Sea level rise inundating historical and culturally significant sites. [Medium-low risk]</p>
	<p>Drier summers and more extreme heat events causing erosion from drier conditions, affecting soil viability and absorption of stormwater. [Medium-low risk]</p>
	<p>Rising annual temperatures and extreme heat events affecting water quality in the Gorge (e.g. algal blooms). [Medium-low risk]</p>

ADDITIONAL RISKS

The following climate impacts were evaluated as lower priorities but are still important to monitor and take into account when planning for a future climate. Resources for adaptation planning should be directed towards the highest priority impacts first, but designed to address as many of the impacts below whenever possible. These risks should also be re-evaluated at five-year intervals.

<p>Hotter, drier summers and more extreme heat events</p>	<ul style="list-style-type: none"> - Increasing need for irrigation - Increasing cooling demand - Impact of heat and smoke on outdoor workers
<p>More extreme rainfall events</p>	<ul style="list-style-type: none"> - Causing flooding from pooling in low lying areas or rainfall exceeding the capacity of the drainage system
<p>More extreme weather events</p>	<ul style="list-style-type: none"> - Affecting business continuity
<p>Sea level rise and storm surges</p>	<ul style="list-style-type: none"> - Compromising stormwater infrastructure (e.g. blocking outfalls, flooding lift pump stations) -Causing coastal flooding and inundation of developed and developable land
<p>Rising ocean temperatures and acidification</p>	<ul style="list-style-type: none"> - Affecting species and organisms in marine environment - Impacting local fishing charters and changes in salmon and halibut populations

RISK METHODOLOGY

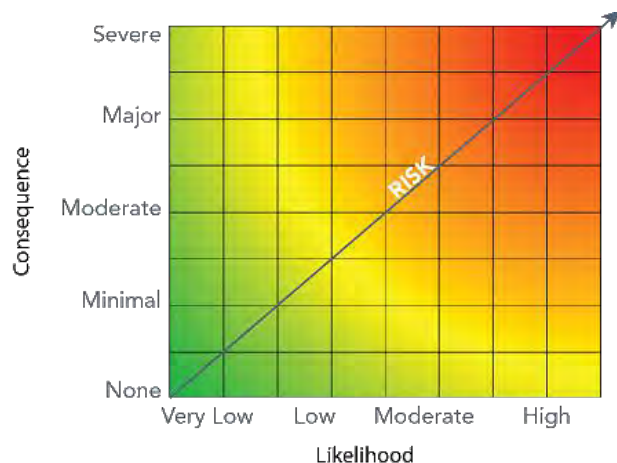
The risks outlined above were identified through a process of two local workshops in Esquimalt involving a variety of stakeholders and local experts. The first workshop introduced participants to the project and the various ways the climate is expected to change locally. Participants were asked to think about how these changes will impact Esquimalt’s natural, built, and social systems, and then draft climate impact statements.

Between the first and second workshop, stakeholders were sent an online vulnerability assessment that asked them to assign a score of high, medium or low to each of the climate impacts they identified in the first workshop. This score was determined by two factors: sensitivity (susceptibility to the climate impact) and adaptive capacity (ability to cope/recover from the impact). Results from the vulnerability survey provide a first look at prioritizing which impacts will affect the community the most and should be addressed first in the action-planning process.

The risk assessment process is used as a way to further prioritize which risks are most pertinent to plan for. In the risk assessment workshop, participants were asked to assess the consequences of each climate impact statement using the following 12 criteria:

Social	Economic	Environmental
Public Health & Safety	Property Damage	Air
Displacement	Local Economy & Growth	Water
Loss of Livelihood	Community Livability	Soil
Cultural Aspects	Public Administration	Ecosystem Function

Risk is a function of likelihood and consequence. A likelihood score was pre-determined for each impact statement by the project team, and participants were asked to review these scores at the workshop. The focus of this working session was to assign consequence scores for each of the social, economic, and environmental factors above to determine the overall risk score for each impact statement.



FROM RISK TO ACTION

There are many different ways climate change will impact any given location. The purpose of the vulnerability and risk assessments are to prioritize the risks that are most important to focus on in Esquimalt specifically. Now that we have a list of the most significant risks to plan for, we will use the upcoming workshop to draft actions that can begin to address these risks, while thinking about who should be involved in the implementation of these actions.

OBJECTIVES

The following list of objectives is instrumental for stakeholders to consider when brainstorming actions, as it produces a clear vision of what we hope to accomplish through proactively addressing climate change in Esquimalt. What kinds of actions can we take to address Esquimalt's top risks, while fulfilling the objectives below? We will explore the following objectives in more detail at our next local stakeholder meeting:

1. Reduce damage and disruptions to infrastructure in Esquimalt
2. Protect the natural environment in Esquimalt (and the surrounding areas) from risks associated with a changing climate
3. Protect health and well-being of residents and visitors in Esquimalt
4. Help Esquimalt residents, businesses, and institutions minimize climate risks and prepare for changing climate conditions
5. Integrate climate change into decision-making across Esquimalt

PROJECT BACKGROUND

The Together for Climate project, led by ICLEI Canada, involves four local workshops that provide an opportunity for Esquimalt staff, stakeholders, and community members to participate in the development of a community-wide Climate Change Adaptation Plan. The purpose of an Adaptation Plan is to incorporate and mainstream adaptation actions into Township operations and to reduce the risks climate change poses to a community's physical, economic, social, and ecological systems. Through funding from the Real Estate Foundation of BC, this project brings together eight local and regional governments and communities in British Columbia to share in this process, which involves:

- Identifying locally relevant climate change impacts
- Completing organizational vulnerability and risk assessments
- Establishing long-term adaptation vision and goals
- Identifying relevant adaptation actions
- Developing implementation action plans

This document is a summary of the second localized workshop, which took place on February 27, 2019. The purpose of this workshop was to present the results of the online vulnerability assessment and use the updated list of climate impact statements drafted by participants to collaboratively assess the risks posed by each of these climate impacts. The risk assessment process enables us to prioritize the climatic changes that will have the biggest impact on Esquimalt so we can build actions to address these risks in the next phase of this project.

MEETING PARTICIPANTS

The second meeting was convened by Craig Brown and Summer Goulden from ICLEI Canada and was attended by those below. Additional stakeholders were invited, but were unable to attend, and will be reflected in future workshop summary reports as appropriate.

Name	Agency
Karen Hay	Esquimalt Planning
Melissa Piasta	PSPC – Esquimalt Graving Dock
Stefanie Bendall	PSPC – Esquimalt Graving Dock
Adam Nicolson	Victoria Shipyards
Bill Brown	Director of Development Services
Tricia deMacedo	Township of Esquimalt
Eleanor Calder	Esquimalt Neighbourhood House, Resident
Kiki Fox	Esquimalt Chamber of Commerce
Duncan Cavens	C2MP/APC
Dominique Sigg	BC Government, Climate Action Secretariat
Paul Helston	Esquimalt Environmental Advisory Committee
Bill Johnston	Island Health
Jade Yehia	Island Health
Sara Jansen	Esquimalt Emergency Program Manager



Climate Action Revenue Incentive (CARIP) Public Report for 2018

Local Government: Township of Esquimalt

Report Submitted by:

Name: Tricia deMacedo

Role: Policy Planner

Email: tricia.demacedo@esquimalt.ca

Phone: 250-414-7114

Date: May 13, 2019



The Township of Esquimalt has completed the 2018 Climate Action Revenue Incentive Program (CARIP) Public Report as required by the Province of BC. The CARIP report summarizes actions taken in 2018 and proposed for 2019 to reduce corporate and community-wide energy consumption and greenhouse gas emissions (GHG) and reports on progress towards achieving carbon neutrality.

2018 BROAD PLANNING ACTIONS

Broad Planning Actions

Broad Planning refers to high level planning that sets the stage for GHG emissions reductions, including plans such as Official Community Plans, Integrated Community Sustainability Plans, Climate Action Plans or Community Energy Emissions Plans. Land use planning that focuses on Smart Growth principles (compact, complete, connected, and centred) plays an especially important role in energy and GHG reduction.

Q 6 + Q 7 Community-Wide Broad Planning Actions Taken in 2018 + Additional Actions	
	The new Official Community Plan was adopted which includes a community wide development permit area for “Energy Conservation and Greenhouse Gas Reduction”.
	The new Official Community Plan contains many policies related to densification.
	The new Official Community Plan contains a target to reduce community greenhouse gas emission by at least 38% by 2030, compared to 2007 levels.
	The new Official Community Plan contains a target to strive for carbon neutrality by realizing zero net community Greenhouse Gas emissions by 2050.
	The new Official Community Plan contains policies related to “Building Energy Efficiency”; “Low Carbon Transportation”; “Ferries”; “Passenger Vehicle Alternatives”; and “Advocacy and Partnerships”.
Q 8 Community-Wide Broad Planning Actions Proposed for 2019	
	Prepare a climate action plan for the community.
	Complete the climate adaptation plan in conjunction with ICLEI Canada.
	Issue a updated “Green Building Checklist”.
	Advocate for “Transportation Demand Management” initiatives in all residential rezonings.
	Promote design that includes electric car plug in stations.

Q 9 + Q 10 Corporate Broad Planning Actions Taken in 2018 + Additional Actions	
	Design new library to include energy efficient features.
Q 11 Corporate Broad Planning Actions Proposed for 2019	
	Prepare the sale of a parcel of land for medium density energy efficient housing.
	Incorporate energy efficient features in the new library.

Broad Planning	
Q 12 What is (are) your current GHG reduction target(s)?	(Please provide details here) Carbon neutrality by 2050, 38% reduction by 2030
Q 13 Are you familiar with your local government's community energy and emissions inventory (e.g. CEEI or another inventory)?	Yes
Q 14 What plans, policies or guidelines govern the implementation of climate mitigation in your community?	Yes Yes No Yes Yes
<ul style="list-style-type: none"> • Community Energy and Emissions Plan • Integrated Community Sustainability Plan • Community- Wide Climate Action Plan • Official Community Plan • Regional Growth Strategy • Do not have a plan • Other: 	
Q 15 Does your local government have a corporate GHG reduction plan?	No

2018 BUILDING AND LIGHTING ACTIONS

Building and Lighting Actions

Low-carbon buildings use the minimum amount of energy needed to provide comfort and safety for their inhabitants and tap into renewable energy sources for heating, cooling and power. These buildings can save money, especially when calculated over the long term. This category also includes reductions realized from energy efficient street lights and lights in parks or other public spaces.

Q 16 + Q 17 Community-Wide Building and Lighting Actions Taken in 2018 + Additional Actions	
	Completed oil tank rebate program.
Q 18 Community-Wide Building and Lighting Actions Proposed for 2019	
	The Township has joined with 10 other municipalities and regional districts, the Home Performance Stakeholder Council and City Green Solutions in a project aimed at doubling the number of home energy retrofits in our jurisdictions. The project is funded over two years by the FCM through Transition 2050.

Q 19 + Q 20 Corporate Building and Lighting Actions Taken in 2018 + Additional Actions	
	Replacement of the Sports Centre refrigeration equipment has reduced the run time of compressors and reduced the ammonia charge from 1700 to 400 lbs.
	Continued with LED light conversion program in the Sports Centre and Recreation Centre.
Q 21 Corporate Building and Lighting Actions Proposed for 2019	
	An energy audit of all corporate buildings is planned for 2019.
	Replacement of the HVAC system for the municipal hall is planned in 2019.

Building and Lighting	
The Province has committed to taking incremental steps to increase energy-efficiency requirements in the BC Building Code to make buildings net-zero energy ready by 2032. The BC Energy Step Code--a part of the BC Building Code--supports that effort	
Q 22 Is your local government aware of the BC Energy Step Code?	Yes
Q 23 Is your local government implementing the BC Energy Step Code?	No

P5 2018 ENERGY GENERATION ACTIONS

Energy Generation Actions

A transition to renewable or low-emission energy sources for heating, cooling and power supports large, long-term GHG emissions reductions. Renewable energy including waste heat recovery (e.g. from biogas and biomass), geo-exchange, micro hydroelectric, solar thermal and solar photovoltaic, heat pumps, tidal, wave, and wind energy can be implemented at different scales, e.g. in individual homes, or integrated across neighbourhoods through district energy or co-generation systems.

Q 24 + Q 25 Community-Wide Energy Generation Actions Taken in 2018 + Additional Actions	
Q 26 Community-Wide Energy Generation Actions Proposed for 2019	

Q 27 + Q 28 Corporate Energy Generation Actions Taken in 2018 + Additional Actions	
Q 29 Corporate Energy Generation Actions Proposed for 2019	

Energy Generation	
Q 30 Is your local government developing, or constructing a <ul style="list-style-type: none"> • district energy system • renewable energy system • none of the above 	No No
Q 31 Is your local government operating a <ul style="list-style-type: none"> • district energy system • renewable energy system • none of the above 	No Yes
Q 32 Is your local government connected to a district energy system that is operated by another energy provider?	No
Q 33 Are you familiar with the 2018 List of Funding Opportunities for Clean Energy Projects Led by First Nations and Local Governments?	Yes

2018 GREENSPACE/NATURAL RESOURCE PROTECTION ACTIONS

Greenspace Actions

Greenspace/Natural Resource Protection refers to the creation of parks and greenways, boulevards, community forests, urban agriculture, riparian areas, gardens, recreation/school sites, and other green spaces, such as remediated brownfield/contaminated sites as well as the protection of wetlands, waterways and other naturally occurring features.

Q 34 + Q 36 Community-Wide Greenspace Actions Taken in 2018 + Additional Actions (Q 35 below Q 41)	
	Hosted 'branch-out events in Highrock Park, Gorge Park, Saxe Point Park and Macaulay Park with over 140 volunteers assisting in the removal of invasive plants and the planting of 40-50 native trees and shrubs in each park. www.esquimalt.ca/parks-recreation/parks/branch-out-events-educational-materials
	Hosted the 6 th annual Earth Day celebration in Highrock Park. The event drew 800 students. Activities included invasive pulling of English Ivy and Himalayan blackberry, trail building, Garry oak planting, native plant understory planting, and 7 goats that fed on the invasive plants.
	Supported eco-champs program during the summer in Esquimalt Parks. Eco-education for ages 3-6.
	Planted 114 full-sized new boulevard and park trees.
	Removal of 1431 m ² of invasive species in Macaulay Point Park in order to protect three endangered plant species (for DND)
Q 37 Community-Wide Greenspace Actions Proposed for 2019	
	Continued public engagement process for amenity funds provided by the McLouglin Point Wastewater Treatment Plant.
	Support Anderson Community Garden with the addition of 15 new plots.
	Continued implementation of policies to protect native ecosystems and shorelines through the new Development Permit Areas in the OCP.

Q 38 + Q 39 Corporate Greenspace Actions Taken in 2018 + Additional Actions	
Q 40 Corporate Greenspace Actions Proposed for 2019	

--	--

Greenspace	
Q 41 Does your local government have urban forest policies, plans or programs?	Yes
Q 35. Does your local government have policies, plans or programs to support local food production?	Yes

2018 SOLID WASTE ACTIONS

Solid Waste Actions

Reducing, reusing, recycling, recovering and managing the disposal of the residual solid waste minimizes environmental impacts and supports sustainable environmental management, greenhouse gas reductions, and improved air and water quality.

Q 42 + Q 43 Community-Wide Solid Waste Actions Taken in 2018 + Additional Actions	
	Diversion of 556 t of kitchen scraps from the landfill.
	Esquimalt portion of ICI organics collection for the CRD was 188 t.
Q 44 Community-Wide Solid Waste Actions Proposed for 2019	
	Bylaw to prohibit the use of plastic checkout bags has had first reading and will come back to Council before the end of 2019 for approval.

Q 45 + Q 46 Corporate Solid Waste Actions Taken in 2018 + Additional Actions	
Q 47 Corporate Solid Waste Actions Proposed for 2019	

Solid Waste	
Q 48 Does your local government have construction and demolition waste reduction policies, plans or programs?	No
Q 49 Does your local government have organics reduction/diversion policies, plans or programs?	Yes

2018 TRANSPORTATION ACTIONS

Transportation Actions

Transportation actions that increase transportation system efficiency emphasize the movement of people and goods, and give priority to more efficient modes, e.g. walking, cycling and public transit, can contribute to reductions in GHG emissions and more livable communities.

Q 50 + Q 51 Community-Wide Transportation Actions Taken in 2018 + Additional Actions	
	Constructed sidewalk on Kinver St. from Wychbury to Greenwood
	New crosswalk with solar beacon constructed on Esquimalt Rd. at Memorial Park.
	Negotiated car share coop cars and/or memberships on at least two private developments approved in 2018.
	Signed agreement with UBike to allow bike sharing in Esquimalt for one year period.
Q 52 Community-Wide Transportation Actions Proposed for 2019	
	Completion of 35 m new sidewalk on Admirals Rd at Bewdley.
	Continuing with negotiation of TDM on new developments on case by case basis.

Q 53 + Q 54 Corporate Transportation Actions Taken in 2018 + Additional Actions	
Q 55 Corporate Transportation - Actions Proposed for 2019	

Transportation	
Q 56 Does your local government have policies, plans or programs to support: <ul style="list-style-type: none"> • Walking • Cycling • Transit Use • Electric Vehicle Use • Other (please specify) 	Yes Yes Yes Yes
Q 57 Does your local government have a Transportation Demand Management (TDM) strategy (e.g. to reduce single-vehicle occupancy trips, increase travel options, provide incentives to encourage individuals to modify travel behaviour)?	No
Q 58 Does your local government integrate its transportation and land use planning?	Yes

2018 WATER AND WASTEWATER ACTIONS

Water and Wastewater Actions

Managing and reducing water consumption and wastewater is an important aspect of developing a sustainable built environment that supports healthy communities, protects ecological integrity, and reduces GHG emissions.

Q 59 + Q 60 Community-Wide Water and Wastewater Actions Taken in 2018 + Additional Actions	
	Working with CRD on development and implementation of common design guidelines for storm water management.
	Completed inflow and infiltration initial modelling for stormwater system.
	Submitted funding request for three Oil Water Grit separators for 3 marine stormwater outfalls.
Q 61 Community-Wide Water and Wastewater Actions Proposed for 2019	
	Develop cost-sharing program with community for repairs to cross connections.
	Support fix-a-leak week to reduce water loss from private homes.

Q 62 + Q 63 Corporate Water and Wastewater Actions Taken in 2018 + Additional Actions	

Q 64 Corporate Water and Wastewater Actions Proposed for 2019	

Water Conservation	
Q 65 Does your local government have water conservation policies, plans or programs?	No

2018 CLIMATE CHANGE ADAPTATION ACTIONS

This section of the CARIP survey is designed to collect information related to the types of climate impacts local governments are experiencing and how they are being addressed.

Q 66 Please identify the THREE climate impacts that are most relevant to your Local Government.	
<ul style="list-style-type: none"> Changes to temperature and precipitation causing seasonal drought Extreme weather events contributing to urban and overland flooding Sea level rise and storms causing coastal flooding and/or erosion 	

Other (please specify):

Q 67 In 2018 has your local government addressed the impacts of a changing climate using any of the following?	
Risk and Vulnerability Assessments	Yes
Risk Reduction Strategies	No
Emergency Response Planning	Yes
Asset Management	Yes
Natural/Eco Asset Management Strategies	No
Infrastructure Upgrades (e.g. stormwater system upgrades)	Yes
Beach Nourishment Projects	No
Economic Diversification Initiatives	No
Strategic and Financial Planning	No
Cross-Department Working Groups	No
Official Community Plan Policy Changes	Yes
Changes to Zoning and other Bylaws and Regulations	No
Incentives for Property Owners (e.g. reducing storm water run-off)	No
Public Education and Awareness	No
Research	No
Mapping	No

Partnerships	Yes
Other (please specify):	

Q 68 Climate Change Adaptation Actions Taken in 2018	
Please elaborate on key actions and/or partnerships your local government has engaged in to prepare for, and adapt to a changing climate. Add links to key documents and information where appropriate.	
	In 2018 the Township started the development of a Climate Adaptation Plan in partnership with ICLEI Canada. The first workshop was held in October of 2018, which identified 41 risks to the municipality from climate change.
Q 69 Climate Change Adaptation Actions Proposed for 2019	
	In 2019, there will be a vulnerability assessment of the identified risks, followed by a process to develop actions to address these risks.
Q 70 For more information please contact	
	Tricia deMacedo, Policy Planner

Q 71. The following are key resources that may be helpful to your local government in identifying climate impacts, as well as, strategies, actions and funding to deal with them. For those resources that you have used, please indicate whether they were useful in advancing your work in climate change adaptation?	
Indicators of Climate Change for British Columbia Plan2Adapt Climate Projections for Metro Vancouver Climate Projections for the Capital Region Climate Projections for the Cowichan Valley Regional District Province of BC's BC Adapts Video Series Preparing for Climate Change: Implementation Guide for Local Governments Public Infrastructure and Engineering Vulnerability Committee's (PIEVC) Sea Level Rise Adaptation Primer BC Regional Adaptation Collaborative Webinars Retooling for Climate Change Water Balance Model Water Conservation Calculator Funding: National Disaster Mitigation Program (NDMP) Community Emergency Preparedness Fund (CEPF) Municipalities for Climate Innovation Program (MCIP) Climate Adaptation Partner Grants (FCM) Infrastructure Planning Grants (MAH) Federal Gas Tax Fund	Useful Useful N/A Useful Useful Useful Useful Useful Useful Useful Useful Useful Useful Useful Useful Useful
Other (please specify)	

2018 OTHER CLIMATE ACTIONS

Other Climate Actions

This section provides local governments the opportunity to report other climate actions that are not captured in the categories above.

Q 72 Community-Wide Other Actions Taken in 2018	
Q 73 Corporate Other Actions Taken in 2018	

Other	
Q 74 Are you familiar with the Community Lifecycle Infrastructure Costing Tool (CLIC) ?	Yes
Q 75 Is your local government using the CLIC tool?	No

INNOVATION AND PEER-TO-PEER LEARNING

Innovation

This section provides the opportunity to showcase an innovative *Corporate and/or Community-Wide* GHG reduction and/or climate change adaptation activity that your local government has undertaken and that has had, or has the potential to have, a significant impact. You are welcome to highlight an action that has already been listed.

Projects included here may be featured as success stories on the [B.C. Climate Action Toolkit](#) and/or shared with other local governments to inspire further climate action. Please add links to additional information where possible.

Communities that have conducted innovative initiatives may want to consider making applications to [CEA’s Climate and Energy Action Awards](#), [FCM Sustainable Communities Awards](#) or to [FCM’s National Measures Report](#).

Q 76 Community-Wide Innovation Action
Q 77 Corporate Innovation Action
Q 78 For more information on actions described above contact

Programs, Partnerships and Funding Opportunities

Local governments often rely on programs, partnerships and funding opportunities to achieve their climate action goals. Please share the names of programs and organizations that have supported your local government’s climate actions by listing each entry in the box below separated by a forward slash (e.g. program1/program2).

Mitigation

Q 79 Mitigation Programs, Partnerships and Funding

Adaptation

Q 80 Adaptation Programs, Partnerships and Funding

2018 CARBON NEUTRAL REPORTING

Local governments are required to report on their progress in achieving their carbon neutral goal under the [B.C. Climate Action Charter](#). Working with B.C. local governments, the joint Provincial-UBCM Green Communities Committee (GCC) has established a common approach to determining carbon neutrality for the purposes of the Climate Action Charter, including a Carbon Neutral Framework and supporting guidance for local governments on how to become carbon neutral.

Prior to completing this portion of the survey, please ensure that you are familiar with guidance available on the [B.C. Climate Action Toolkit website](#), especially the [Workbook](#) and [Becoming Carbon Neutral: A Guide for Local Governments in British Columbia](#).

Please note: As a result of the BC Recycling Regulation, local governments are no longer required to account for GHG emissions from vehicles, equipment and machinery required for the collection, transportation and diversion of packaging and printed paper, in their annual Climate Action Revenue Incentive Program (CARIP) reports.

Reporting Emissions

Q 81 Did your local government measure corporate GHG emissions for 2018?	Yes
Q 82 If your local government measured 2018 corporate GHG emissions, please report the number of corporate GHG emissions from services delivered directly by your local government (in tonnes of carbon dioxide equivalent)	1187 tCO₂e
Q 83 If your local government measured 2018 corporate GHG emissions, please report the number of corporate GHG emissions from contracted services (in	6.55 tCO₂e

tonnes of carbon dioxide equivalent)	
Q 84 TOTAL A: CORPORATE GHG EMISSIONS FOR 2018 (Direct GHGs + Contracted GHGs)	1193.55 tCO₂e

Reporting Reductions and Offsets

To be carbon neutral, a local government must balance their TOTAL corporate GHG emissions generated in 2018 by one or a combination of the following actions:

- undertake GCC-supported Option 1 Project(s)
- undertake GCC-supported Option 2 Project(s)
- purchase carbon offsets from a credible offset provider

For more information about options to balance or offset corporate GHG emissions please refer to [Becoming Carbon Neutral: A Guidebook for Local Governments in British Columbia](#).

If applicable, please report the 2018 GHG emissions reductions (in tonnes of carbon dioxide equivalent (tCO₂e)) being claimed from any of the following Option 1 GHG Reduction Projects:

OPTION 1 PROJECTS	REDUCTIONS
Q 85 Energy Efficient Retrofits (in tonnes of carbon dioxide equivalent (tCO₂e))	
Q 86 Solar Thermal (in tonnes of carbon dioxide equivalent (tCO₂e))	
Q 87 Household Organic Waste Composting (in tonnes of carbon dioxide equivalent (tCO₂e)) 188.3 (Kitchen scraps)	188.3
Q 88 Low Emission Vehicles (in tonnes of carbon dioxide equivalent (tCO₂e))	
Q 89 Avoided Forest Conversion (in tonnes of carbon dioxide equivalent (tCO₂e))	
Q 90 TOTAL B: REDUCTIONS FROM ALL OPTION 1 PROJECTS FOR 2018	188.3 tCO₂e

Q 91 If applicable, please report the names and 2018 GHG emissions reductions (in tonnes of carbon dioxide equivalent (tCO₂e)) being claimed from Option 2 GHG Reduction Projects:

Option 2 Project Name	REDUCTIONS
Option 2 GHGs Reduced (tCO₂e)	

Option 2 Project Name	
Option 2 GHGs Reduced (tCO2e)	
Option 2 Project Name	
Option 2 GHGs Reduced (tCO2e)	
Q 92 TOTAL C: REDUCTIONS FROM ALL OPTION 2 PROJECTS FOR 2018	tCO2e

Offsets

Q 93 If applicable, please report the name of the offset provider, type of project and number of offsets purchased (in tonnes of carbon dioxide equivalent (tCO2e)) from an offset provider for the 2018 reporting year:

NOTE: DO NOT INCLUDE ANY FUNDS THAT MAY BE SET ASIDE IN A CLIMATE ACTION RESERVE FUND.

Offset Provider Name	OFFSETS
Offsets (tCO2e)	
Offset Provider Name	
Offsets (tCO2e)	
Q 94 TOTAL D: OFFSETS PURCHASED FOR 2018	tCO2e

Q 95 TOTAL REDUCTIONS AND OFFSETS FOR 2018 (Total B+C+D) = 188.3 tCO2e

Corporate GHG Emissions Balance for 2018

Your local government's Corporate GHG Emissions Balance is the difference between total corporate offsetable GHG emissions (direct + contracted emissions) and the GHG emissions reduced through GCC Option 1 and Option 2 projects and/or the purchase of offsets.

Q 96 CORPORATE GHG EMISSIONS BALANCE FOR 2018 = (A – (B+C+D)) = 1005.25 tCO2e



**If your Corporate GHG Emissions Balance is negative or zero,
your local government is carbon neutral.
CONGRATULATIONS!**

Q 97 If your local government was carbon neutral in 2018, please record any emissions reductions you will be carrying over for future years and the source of the reductions, including the year they were earned (e.g. organics diversion, 2018 100 tCO₂e)

SOURCE OF CARRY OVER EMISSION REDUCTIONS (and year earned)	REDUCTIONS
Q 98 BALANCE OF REDUCTIONS ELIGIBLE FOR CARRY OVER TO NEXT YEAR	tCO₂e

Carbon Neutral Reporting	
Q 99 Does your local government set aside funds in a climate reserve fund or similar?	Yes

GCC CLIMATE ACTION RECOGNITION PROGRAM

Green Communities Committee Climate Action Recognition Program

The joint Provincial-UBCM Green Communities Committee (GCC) is pleased to be continuing the Climate Action Recognition Program again this year. This multi-level program 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: For local governments who demonstrate progress on fulfilling one or more of their Charter commitments.

Level 2 – Measuring GHG Emissions: For local governments that achieve Level 1, and who have measured their Corporate GHG Emissions for the reporting year and demonstrate that they are familiar with their community’s energy and emissions inventory (i.e. CEEI)



Level 3 – Accelerating Progress on Charter Commitments: For those local governments who have achieved Level 1 and 2 and have demonstrated undertaking significant action (corporately or community wide) to reduce GHG emissions in the reporting year (e.g. through undertaking a GHG reduction project, purchasing offsets, establishing a reserve fund).

Level 4 - Achievement of Carbon Neutrality: For local governments who achieve carbon neutrality in the reporting year.

Q 100 Based on your local government's 2018 CARIP Climate Action/Carbon Neutral Progress Survey, please check the GCC Climate Action Recognition Program level that best applies:

<input type="checkbox"/>	Level 1 – Demonstrating Progress on Charter Commitments	
<input type="checkbox"/>	Level 2 – Measuring GHG Emissions	✓
<input type="checkbox"/>	Level 3 – Accelerating Progress on Charter Commitments	
<input type="checkbox"/>	Level 4 - Achievement of Carbon Neutrality	
<input type="checkbox"/>	Not Sure	

Q 101 Related to Level 3 recognition, if applicable, please identify any new or ongoing corporate or community wide GHG reduction projects (other than an Option 1 or Option 2 project) undertaken by your local government that reflects a significant investment of time and/or financial resources and is intended to result in significant GHG reductions:

PROJECT NAME:

Capital Regional District: Local Government Operations Energy and GHG Spreadsheet

About this Spreadsheet

This spreadsheet has been developed for the Capital Regional District (CRD) to assist member local governments to meet their reporting requirements under the Climate Action Charter. Under the Charter, communities are free to use any tool they desire to compile their energy and GHG inventory.

This spreadsheet has been developed to align with the Provincial requirements for reporting communities.

For more information on the Climate Action Charter, and the reporting requirements for local governments, please see the BC Government 'Toolkit' website at: www.toolkit.bc.ca/taking-action/Operations

Overview:

Data entry is executed by the user to input energy consumption data. The spreadsheet then calculates the associated GHG emissions, based on emissions factors appropriate for that fuel and that year. The spreadsheet also generates a summary page based on the Provincially required submission template.

Data Input:



Data entry is executed by the user to input energy consumption data. Each Tab that requires data has 'text box' instructions to the user. Each tab provides some example data entry. Where data fields are required, they are indicated, otherwise data fields are optional. The Tabs are locked - only cells appropriate for data entry can be edited.

Tab Name:	Content:
Provincial Summary	Contact information for the municipal representative.
Categories	Users can define up to six categories of operations. The each building utility bill can be assigned to a specific category. This is an optional feature and breaking out consumption is not required.
Electricity	Building energy consumption from utility records. Note that utilities can provide a consolidated electricity summary by account.
Imported Steam or District Heat	Imported steam or district heat calculation worksheet provided by the BC Climate Action Secretariat.
Natural Gas	Natural gas and/renewable natural gas utility consumption.
Propane	Propane consumption used for buildings (typically only applies to remote buildings).
Heating Oil	Heating oil consumption for buildings (if any).
Fleet	Fleet consumption data including gasoline, ethanol blends, diesel, biodiesel blends, and propane used for vehicles and equipment (e.g. Zamboni).
Refrigerant - Fleet A/C	Number of vehicles with air conditioning (A/C) systems.
Refrigerant - Buildings	Refrigerant use and disposal at buildings.

Acknowledgements:

Special thanks to staff of Shared Services BC, and the Climate Action Secretariat for their assistance with the development of this tool.

Contact Information:

Capital Regional District: Amanda Broad (250) 360-3048	 Making a difference...together
Stantec (Project Management): Dan Hegg (250) 217-9729 Stantec (Content and Spreadsheet Development): Dan Hegg (250) 217-9729	

Local Government Name:	Township of Esquimalt
Year:	2018
Contact Information:	
Name:	Tricia deMacedo
Position:	Policy Planner
Telephone Number:	250-414-7114
Email address:	tricia.demacedo@esquimalt.ca

Stationary Energy GHG Emission Sources:
--

Fuel	End Use	Unit of Measure	Quantity	Emissions (tCO ₂ e)
Electricity	Engineering and Public Works	kWh	127,760	1.4
Electricity	Fire	kWh	339,360	3.6
Electricity	Parks and Recreation	kWh	3,130,055	33.4
Electricity	Municipal Hall	kWh	291,936	3.1
Electricity	Infrastructure	kWh	1,115,866	11.9
Electricity	Archives	kWh	14,986	0.2
Natural Gas	Engineering and Public Works	GJ	250	12.4
Natural Gas	Fire	GJ	-	-
Natural Gas	Parks and Recreation	GJ	16,088	802.3
Natural Gas	Municipal Hall	GJ	197	9.8
Natural Gas	Infrastructure	GJ	-	-
Natural Gas	Archives	GJ	11	0.6
Propane	Engineering and Public Works	Litres	1,014	1.6
Propane	Fire	Litres	-	-
Propane	Parks and Recreation	Litres	4,792	7.4
Propane	Municipal Hall	Litres	-	-
Propane	Infrastructure	Litres	-	-
Propane	Archives	Litres	-	-
Heating Oil	Engineering and Public Works	Litres	-	-
Heating Oil	Fire	Litres	-	-
Heating Oil	Parks and Recreation	Litres	-	-
Heating Oil	Municipal Hall	Litres	-	-
Heating Oil	Infrastructure	Litres	-	-
Heating Oil	Archives	Litres	-	-

Stationary Energy GHG Emissions (all fuel types)	887.7
---	--------------

Stationary Energy Refrigerant GHG Emissions	-
--	---

Imported Steam or District Heat GHG Emissions
--

Tier	Unit of Measure	Quantity	Emissions (tCO ₂ e)
	MWh	-	-

Imported Steam or District Heat GHG Emissions	-
--	---

Mobile GHG Emission Sources:

Vehicle Class	Vehicle Fuel	Unit of Measure	Quantity	Emissions (tCO ₂ e)
Light Duty Vehicle	Gasoline	Litres	3,355	7.9
Light Duty Truck	Gasoline	Litres	37,050	88.1
Heavy Duty Truck	Gasoline	Litres	13,395	30.3
Off Road Vehicle	Gasoline	Litres	1,229	2.7
Light Duty Vehicle	E10	Litres	-	-
Light Duty Truck	E10	Litres	-	-
Heavy Duty Truck	E10	Litres	-	-
Off Road Vehicle	E10	Litres	-	-
Light Duty Vehicle	E15	Litres	-	-
Light Duty Truck	E15	Litres	-	-
Heavy Duty Truck	E15	Litres	-	-
Off Road Vehicle	E15	Litres	-	-
Light Duty Vehicle	Diesel	Litres	-	-
Light Duty Truck	Diesel	Litres	-	-
Heavy Duty Truck	Diesel	Litres	-	-
Off Road Vehicle	Diesel	Litres	4,365	12.7
Light Duty Vehicle	B5	Litres	-	-
Light Duty Truck	B5	Litres	43	0.1
Heavy Duty Truck	B5	Litres	49,286	123.9
Off Road Vehicle	B5	Litres	12,056	33.6
Light Duty Vehicle	B10	Litres	-	-
Light Duty Truck	B10	Litres	-	-
Heavy Duty Truck	B10	Litres	-	-
Off Road Vehicle	B10	Litres	-	-
Light Duty Vehicle	B20	Litres	-	-
Light Duty Truck	B20	Litres	-	-
Heavy Duty Truck	B20	Litres	-	-
Off Road Vehicle	B20	Litres	-	-
Light Duty Vehicle	Natural Gas	kg	-	-
Light Duty Truck	Natural Gas	kg	-	-
Heavy Duty Truck	Natural Gas	kg	-	-
Off Road Vehicle	Natural Gas	kg	-	-
Light Duty Vehicle	Propane	Litres	-	-
Light Duty Truck	Propane	Litres	-	-
Heavy Duty Truck	Propane	Litres	-	-
Off Road Vehicle	Propane	Litres	-	-

Mobile GHG Emissions (all fuel / vehicle combinations)	120,779	299.3
---	----------------	--------------

Fleet A/C Refrigerant GHG Emissions	-
--	---

Total GHG Emissions (all Sources)	1,187.0
--	----------------

Climate Action Progress Report



9/10/2019

Contents

List of Abbreviations 2

Introduction 3

Corporate GHG Emissions Inventory 4

Carbon Tax and Sustainability Reserve Fund 7

Corporate Progress on GHG Reduction 8

Community GHG Emissions Inventory 9

Community GHG Emissions Targets and Progress 10

Partners for Climate Protection 12

Adaptation Planning 13

Conclusion 15

List of Abbreviations

BAU	Business As Usual
BEV	Battery Electric Vehicle
CARIP	Climate Action Revenue Incentive Program
CBEI	Consumption Based Emissions Inventory
CEEI	Community Energy and Emissions Inventory
CEEP	Community Energy and Emissions Plan
CFB	Canadian Forces Base
DPA	Development Permit Area
EV	Electric Vehicle
FCM	Federation of Canadian Municipalities
GHG	Greenhouse Gas
ICLEI	International Council for Local Environmental Initiatives
IPCC	International Panel on Climate Change
LCR	Low Carbon Resilience
OCP	Official Community Plan
PCP	Partners for Climate Protection
RRAP	Residential Retrofit Acceleration Project
tCO₂e	Tonnes CO ₂ equivalents
SRF	Sustainability Reserve Fund
UBCM	Union of BC Municipalities

Introduction

Climate change is already causing serious environmental, social, health, and economic problems and these are projected to become much worse in the coming years. In October 2018, the Intergovernmental Panel on Climate Change (IPCC) released a new report, authored by over 91 scientists from 40 different countries, on the impacts of global heating of 1.5°C above pre-industrial levels. The report highlights a number of climate change impacts that can be avoided by limiting global heating to 1.5°C compared to 2°C or more. The authors state that limiting global heating to 1.5°C requires that emissions of CO₂ need to fall by about 45% by 2030, reaching 'net zero' around 2050. One of the key messages of this report is that while we are already seeing the consequences of a global 1°C rise in temperature, the impacts that would face the planet at a 2°C scenario could be catastrophic.

The success of current emissions reduction efforts is crucial to preventing the worst future scenarios of the climate crisis. Adaptation to these impacts is also essential because global temperatures have already risen and will continue to increase to some extent, even if we were to eliminate all greenhouse gas (GHG) emissions today. We must therefore plan responses to climate change impacts we cannot avoid (adaptation) while reducing emissions to minimize future impacts (mitigation).

Since approximately half of BC's GHG emissions are under the direct or indirect control or influence of municipal governments, the province has recognized that action at the local government level is crucial to meeting its own GHG reduction target of 80% by 2050. The Climate Action Charter is a voluntary agreement between the BC government, Union of BC Municipalities (UBCM) and each local government signatory to take action on climate change. The Charter was launched at the 2007 UBCM Convention and since then, almost every local government in BC has signed. Under the Charter, local government signatories commit to:

- Becoming carbon neutral in their corporate operations
- Measuring and reporting their community's greenhouse gas emissions
- Creating complete, compact, more energy efficient communities

The Township of Esquimalt signed on to the BC Climate Action Charter (Charter) in October of 2008. The Township has also set targets within the Official Community Plan for greenhouse gas reduction. These 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.

This report documents the progress the Township is making towards these commitments, in particular, their progress on reducing greenhouse gas emissions from both the corporation and assisting the community in reducing their own emissions. In addition, it will outline what actions have been taken to date on climate mitigation and climate adaptation and make suggestions for the next steps that the Township might consider to move us closer to our goals.

Corporate GHG Emissions Inventory

As a signatory to the BC Climate Action Charter, Esquimalt has committed to becoming carbon neutral in their operations. For the purposes of the Climate Action Charter a local government is considered carbon neutral if it has:

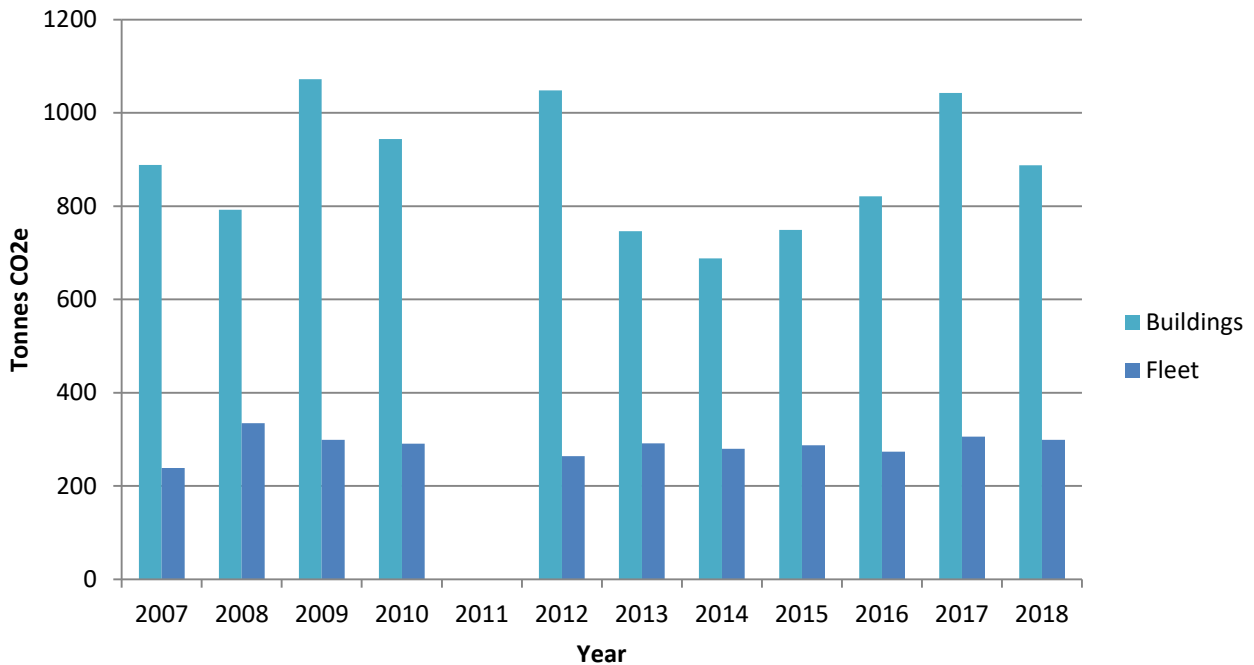
- (1) calculated the total emissions for which it is responsible;
- (2) pursued actions to minimize those emissions;
- (3) balanced and/or offset all remaining emissions; and
- (4) reported publicly on their results.

Staff calculate the Township’s GHG emissions annually to prepare the corporate GHG inventory. This inventory is reported each spring, for the preceding year, to Council, the public and to the Province as required under the Climate Charter.

The data for the inventory is obtained primarily from utility billing information and fuel purchases. All local governments use the same methodology. The inventory includes GHGs produced by municipal buildings, infrastructure, fleet and tools and staff travel to conduct business.

Staff have calculated the Township’s emissions since 2007. Since 2012, emissions from all sources have been consistently measured and reported on. Figure 1 shows the stationary (buildings and infrastructure) and mobile (fleet) emissions for the corporation since 2007.

Figure 1: Corporate Emissions 2007-2018 (tCO2e)

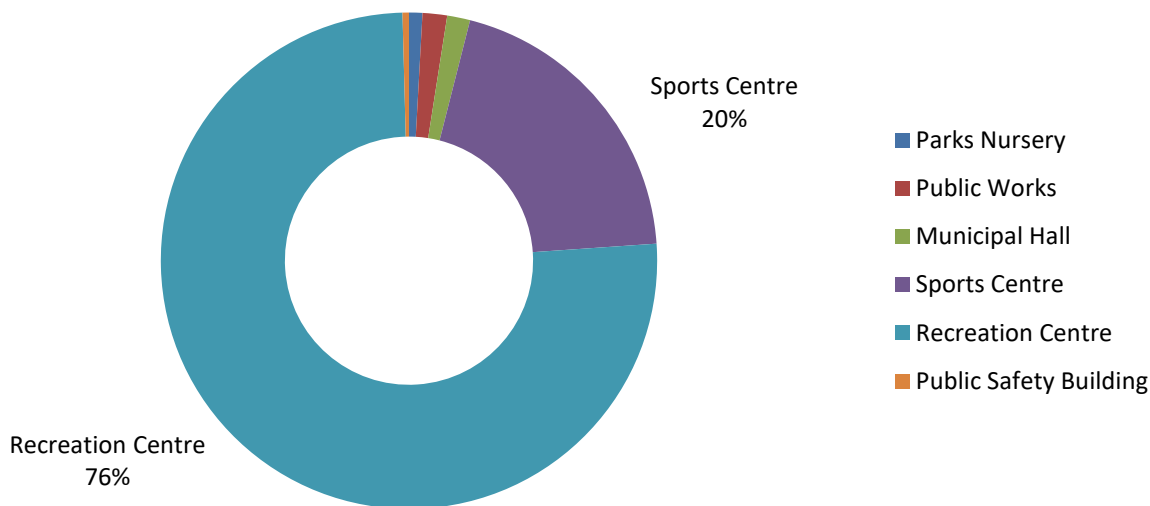


Some of the variability in the earlier years can be accounted for by the introduction of new emissions factors for different fuel types as the climate science became more refined. Corporate emissions have ranged from a high of 1371 tCO₂e (2009) to 968 tCO₂e in 2014. Generally, the proportion of mobile to fleet emissions has stayed fairly consistent with the fleet accounting for about 25% of total emissions and municipal buildings for 75%. Emissions from the fleet have remained very consistent over the last 10 years at around 300 tCO₂e.

With the recreation centre open to the public 17 hours per day, the pool operating system running 24 hours per day, and the sports centre plant running 24 hours a day during the ice season (August-April), it is not surprising that the majority of building emissions are from these facilities (Figure 2).

The building retrofits at the sports centre and the recreation centre had a measurable effect on GHG emissions of about 240 tCO₂e in 2014. However, a system fault with the digital control sensors resulted in an increase in emissions in 2017/2018. In 2019, Council approved funds to remedy the DDC. With these resources, staff will be modifying the technology and processes moving forward which will result in the Township seeing significant declines in emissions.

Figure 2: Corporate Building Emissions 2018 (tCO₂e)



Some other examples of projects the Township has undertaken to reduce emissions from municipal buildings and fleet are shown in the table below.

Year	Corporate Climate Action
2007	<ul style="list-style-type: none"> • Green Building and Development Policy • Began measuring emissions from Township buildings and fleet
2008	<ul style="list-style-type: none"> • Signed BC Climate Action Charter • Began using biodiesel (5%) in fleet vehicles • Sustainability Reserve Fund established
2010	<ul style="list-style-type: none"> • Energy audits of municipal facilities conducted • Municipal Hall solar hot water installation • Green fleet purchasing plan
2011	<ul style="list-style-type: none"> • Lighting upgrades and sensors installed in all municipal buildings • Recreation Centre solar hot water installation • Energy efficiency retrofit of Archie Browning
2012-2013	<ul style="list-style-type: none"> • Energy efficiency retrofit Esquimalt Recreation Centre
2013	<ul style="list-style-type: none"> • Purchase Nissan Leaf (BEV) for municipal fleet • Install EV charging station
2014	<ul style="list-style-type: none"> • Kitchen scraps collection program
2016-2018	<ul style="list-style-type: none"> • LED streetlight replacement program • Secure staff bicycle parking installed
2019	<ul style="list-style-type: none"> • Joined Partners for Climate Protection • Motion – achieved Milestone 1

Carbon Tax and Sustainability Reserve Fund

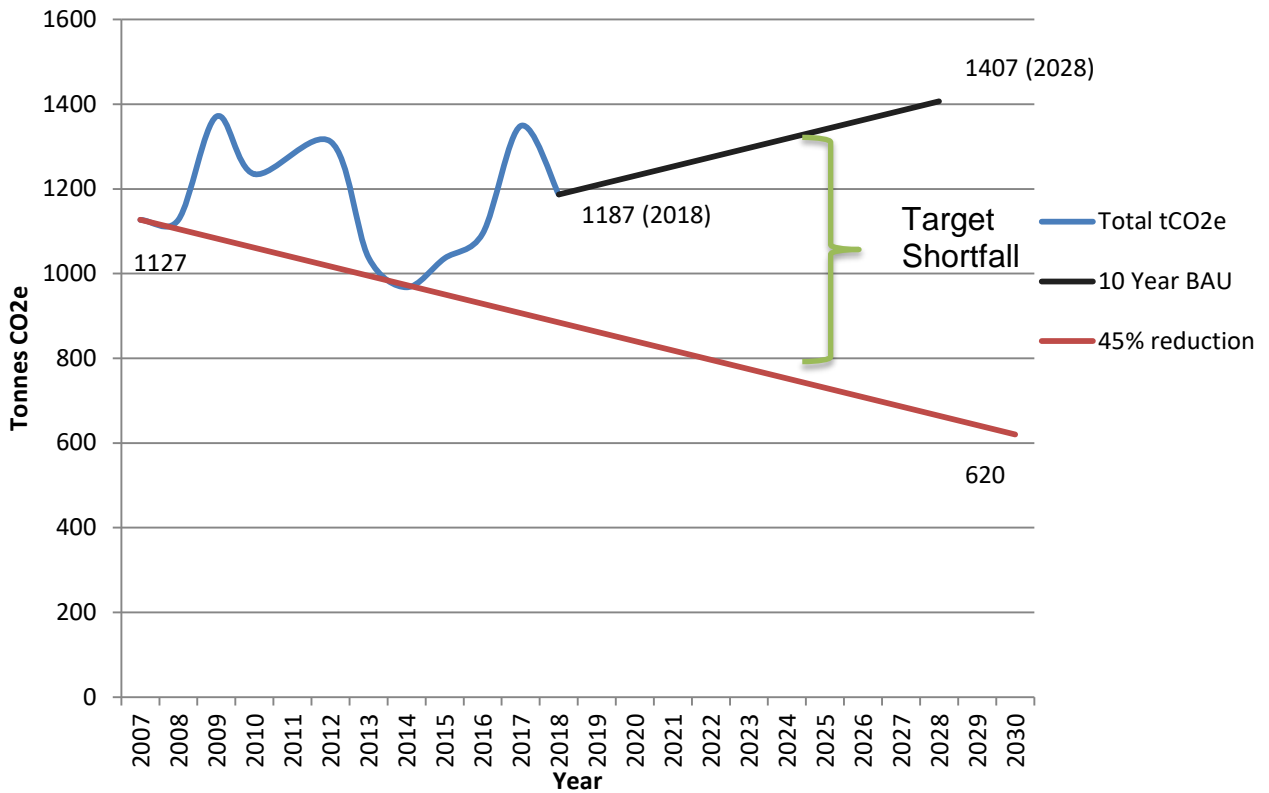
Since 2012, the Township has been participating in the Climate Action Revenue Incentive Program (CARIP). CARIP is a conditional grant program that provides funding to local government Charter signatories in the amount of 100% of the carbon tax that they pay directly. Staff calculate the amount of carbon tax paid for Corporate 'core' business and submit the amount to the province along with a report detailing the actions taken during the reporting year to reduce emissions along with the GHG inventory.

The Township has been depositing the carbon tax refund into the Sustainability Reserve Fund and using this funding for projects primarily related to climate action. Since 2010, about \$287,000 has been allocated from this fund. Some examples of projects funded from this account include the solar hot water initiative, EV charging station, the street light replacement program and new LED lighting for the sports centre and the recreation centre.

Corporate Progress on GHG Reduction

In 2018, the Township’s corporate GHG emissions were 1187 tCO₂e. This is a 9% decrease from the previous year. See Figure 3 for corporate emission trends.

Figure 3: Esquimalt Corporate Emissions 2007-2018 (tCO₂e)



The 10 year business as usual (BAU) trend from 2018 to 2028 is calculated based on existing emissions and the population growth rate of the municipality over the last five years. If Esquimalt continues to grow as it has done most recently, corporate emissions could increase to 1407 tCO₂e. The IPCC recommendation is to reduce emissions (compared to 2010 levels) by 45%; a reduction of over 800 tonnes in the next 10 years.

Community GHG Emissions Inventory

The community GHG inventory has been provided for the Township (and all other BC municipalities) by the province using the Community Energy and Emissions Inventory (CEEI) methodology. CEEI reports have been produced for 2007, 2010 and 2012, but have not been updated more recently.

The community GHG inventory is an estimate of the GHG emissions from all of the activities within the municipality as a whole. The community inventory includes direct emissions such as combustion of fossil fuels for heating buildings, as well as transboundary emission sources generated by community activities. For example, on-road transportation was calculated using fuel consumption and vehicle kilometres travelled data for vehicles registered within the Township's boundaries, although some of this travel is obviously outside Esquimalt. The Township's solid waste figures were estimated on a per capita basis from CRD solid waste data.

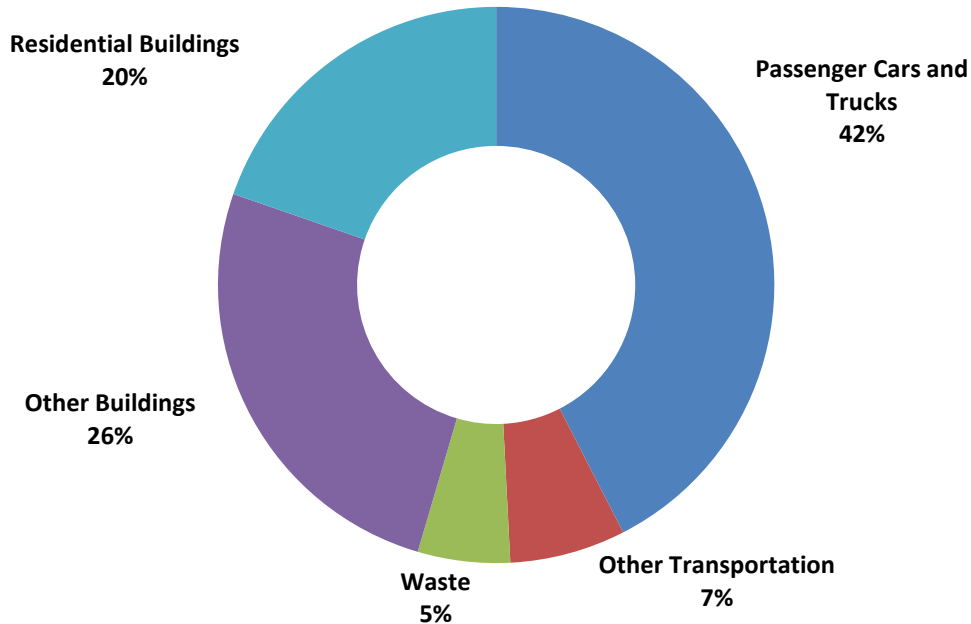
CEEI reports are organized around four primary sectors: buildings, on-road transportation, municipal solid waste, and land-use change from deforestation. Reports for 2007 and 2010 were full reports, which included the on-road transportation emission. In 2012 however, the Province withheld the transportation data for communities outside the lower mainland. This is due to the limited data available to determine the number of vehicle kilometres travelled in these jurisdictions.

The CEEI does not include emissions from the products we consume, like our food and clothing and other items which are imported from outside the Township's boundaries. This kind of inventory is called Consumption Based GHG Emissions Inventory (CBEI) and it measures the GHG emissions from all of the goods and services that the community consumes, regardless of where those goods and services are produced. Many cities are now interested in incorporating consumption based emissions as part of their GHG inventory.

The Township's community emissions profile in 2012 showed that transportation accounts for about 49% of the emissions and buildings produce about 46% of the total (see Figure 4). Waste accounted for about 5% of the total). This profile is typical of many other urban municipalities. The total number of GHGs from all three sources was 74,083 tCO₂e.

The Esquimalt CEEI includes emissions from the Canadian Forces Base (CFB) buildings as these are within the Esquimalt municipal boundary. The CEEI would not however, include transportation by workers from outside the municipality to work at CFB, as these would be accounted for in their municipality of registration.

Figure 4: Community Emissions 2012 (tCO2e)



Community GHG Emissions Targets and Progress

In May 2010 Council adopted amendments to the OCP to include targets for reducing community greenhouse gas emissions by at least 38% by 2020; and 83% by 2050 compared to 2007 levels. In the 2018 OCP, the 2020 deadline for 38% reduction was extended to 2030 and a new target of carbon neutrality by 2050 was added. Since that time, Council, along with several other BC municipalities, has 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.”

Due to the lack of updated information from the province via CEEI, It is extremely difficult to determine whether Esquimalt as a community has seen any reduction in GHG emissions. One of the first priorities for climate planning for the community should involve an update of the existing inventory.

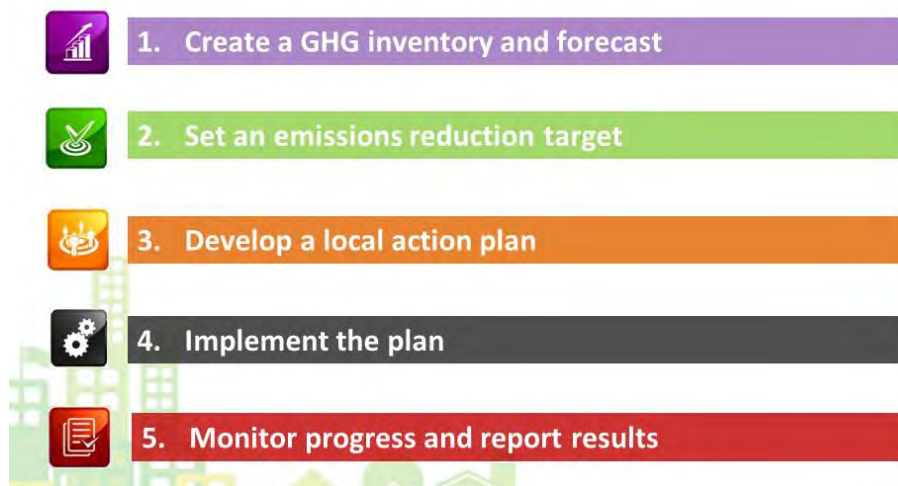
The Township has taken a number of actions over the last decade to reduce GHGs in the community. These are outlined in the table below.

Year	Community Climate Action
2008	<ul style="list-style-type: none"> • Signed BC Climate Action Charter
2010	<ul style="list-style-type: none"> • Set first targets for community wide GHG reduction
2011	<ul style="list-style-type: none"> • Green building checklist • Signed onto BC Solar Ready Regulation • Completed “Framework for Community Engagement in Climate Action for the Township of Esquimalt” by RRU students
2012	<ul style="list-style-type: none"> • Completed Craigflower Rd. and Esquimalt Rd. upgrades for active transportation
2013	<ul style="list-style-type: none"> • Installed level 2 public EV charging station at municipal hall • Draft Community Energy and Emissions Plan completed
2014	<ul style="list-style-type: none"> • Implemented organics diversion (municipal pick-up of residential kitchen scraps)
2015	<ul style="list-style-type: none"> • Admirals Rd. corridor upgrade including active transportation infrastructure
2017	<ul style="list-style-type: none"> • Oil to heat pump conversion program top-ups • Cool it workshops in local classrooms • Sidewalk upgrade plan (revised annually)
2018	<ul style="list-style-type: none"> • New Environment, Energy and Climate Change Development Permit Area in OCP • New Climate Neutral target by 2050 in OCP
2018	<ul style="list-style-type: none"> • Started Residential Retrofit Acceleration Program – 2 year program
2019	<ul style="list-style-type: none"> • Joined Partners for Climate Protection – achieved Milestone 2 • Declared Climate Emergency and Climate Neutral by 2030 target. • Council motion to embed Climate Action Plan and Adaptation Plan within the Strategic Plan for 2019-2023

Partners for Climate Protection

The Township joined the Partners for Climate Protection (PCP) program in February 2019. This program is jointly administered by The Federation of Canadian Municipalities (FCM) and ICLEI-Local Governments for Sustainability (formerly the International Council for Local Environmental Initiatives). The program assists municipalities to take action against climate change by following a five milestone framework (see Figure 5).

Figure 5 PCP's Five-Milestone Framework



The milestones can be achieved for both corporate operations and community actions. The Township has already achieved the first milestone for its corporate climate action by having a GHG inventory and forecast. On the community side, milestone 2 has been achieved by having not only an inventory and forecast but an emissions reduction target as well. Staff propose to achieve the third milestone for both corporate and community categories in 2020 by setting a corporate target and developing a climate action plan. Work could also begin on milestone 4-implementing the plan in 2020/2021.

Adaptation Planning

Despite global mitigation efforts, it is now acknowledged that we are experiencing and will continue to experience climate change impacts. Climate adaptation is necessary in order to plan for impacts that can be anticipated. A proactive approach to planning for climate impacts is prudent from both a financial (avoided cost) perspective as well as social and environmental perspectives. Taking no action is always an option, but will not increase the resilience of the Township to withstand the effects of climate change. The climate trends in Canada depict a steady rise in both seasonal and annual temperatures, altered precipitation patterns, and an increase in the frequency, intensity, and duration of extreme weather. For BC these changes generally mean hotter, drier summers, more frequent and intense heat waves, more frequent and intense rainfall events, increased wind and storms, and sea level rise.

In the spring of 2018, the Township joined a partnership with ICLEI Canada and eight communities from Vancouver Island in the Together for Climate Project to develop climate change adaptation plans. Each participating municipality will have a community-wide adaptation strategy that includes actionable elements for all participating stakeholders. The purpose of a climate adaptation plan is to mainstream adaptation actions into Township operations and to reduce the risks climate change poses to a community's physical, economic, social, and ecological systems. This involves:

- Identifying locally relevant climate change impacts
- Completing organizational vulnerability and risk assessments
- Establishing long-term adaptation vision and goals
- Identifying relevant adaptation actions
- Developing implementation action plans

Figure 6 shows the Together for Climate Project timeline. The first workshop was held in the fall of 2018 and had 14 participants from both the Township and community organizations and businesses. At this workshop, participants heard about the projected changes in local climate and weather for the next 50-100 years. They were then asked to brainstorm a list of what impacts these changes could have on three sectors: built environment, natural systems and human/social systems. The team came up with a list of 40 potential impacts to the municipality based on their knowledge and experience. Staff from ICLEI and the Township refined the list further by combining similar impacts and eliminating impacts over which the Township and its residents have little ability to influence. This process resulted in a list of 26 potential impacts from climate change.

Figure 6



At the Vulnerability and Risk assessment workshop held in February 2019, the team used the refined list of 26 impacts to develop a vulnerability assessment for the Township. Vulnerability, or the degree to which a system is susceptible to the impacts of climate change, is a function of both sensitivity and adaptive capacity. Sensitivity is defined as the degree to which a system is affected by climatic conditions (e.g. temperature increases) or a specific climate change impact (e.g. increased flooding). Adaptive capacity is defined as the ability of built, natural and social systems to adjust to climate change.

Next steps for this project are to reconvene in fall of 2019 to start developing actions to address these vulnerabilities and prioritize them.

Conclusion

The IPCC has consistently warned that without a large decrease in carbon pollution globally, there will be dire consequences both for humanity and the ecosystems within which we live and on which we depend.

Cutting carbon emissions by the amounts recommended will require us to make deep and rapid changes to the way we use energy. Fossil fuels will ultimately need to be replaced through significant improvements in energy efficiency and a rapid shift to renewable energy and other zero emission energy sources. Projects to capture and store carbon from the atmosphere will also be required. In addition to reducing emissions (mitigation), all organizations will need to prepare for the anticipated impacts of climate change (adaptation).

Esquimalt Council, along with 12 other municipalities in the CRD has declared a climate emergency. Within this declaration, Council resolved to collaborate with the CRD and others to work towards achieving carbon neutrality within the region by 2030. In addition, they resolved to implement a climate action plan and climate adaptation plan as quickly as possible. Terms of Reference for a Climate Action Planning Project will be presented to Council for direction.

Terms of Reference

Project Name: Township of Esquimalt Climate Action 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 fullsome 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's Mayor and 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. Staff will bring forward a detailed budget prior to signing a contract if additional budget is required.

Project Schedule

Once Council approves the final Terms of Reference, the project will start with the development of an RFP and bidding process to obtain consulting services. All deliverables will be completed by September 30, 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.	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. Incomplete.
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)	Corporate Services	Existing draft policy to reduce fuel consumption in fleet by prioritizing EV purchases.
Green Building Policy (2007)	Corporate Services	Set implementation goals for green building in public and private realm.
Other municipal climate action plans	Victoria, Saanich etc.	
CRD Climate Projections	Capital Regional District	
CRD Regional Climate Action Strategy (2017)	Capital Regional District	
Clean BC Strategy (2019)	Province	
BC Energy Step Code	Province	

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
- Difficulty separating CFB data from community data
- Stakeholder fatigue/lack of participation

Deborah Liske

Subject: FW: Referral to EAC Committee - Sept 9th Council Resolution, Correspondence re: Action on Plastics
Attachments: Email re Action on Plastics - 2019 09 09 Reg Council Agenda.pdf

From: Alicia Ferguson
Sent: September-12-19 3:14 PM
To: Bill Brown
Cc: Tricia deMacedo
Subject: Referral to EAC Committee - Sept 9th Council Resolution, Correspondence re: Action on Plastics

Good Morning,

At the September 9th Regular Council meeting, Council provided the following direction:

That Council:

- 1. Direct staff to draft a letter of support to the Ministry of Environment and Climate Change Strategy re: Actions on Plastics; and,*
- 2. Forward the correspondence to the Environmental Advisory Committee at their next meeting scheduled for September 26 and provide comments directly to Council prior to the September 30 deadline of the online survey.*

Please see attached correspondence for inclusion on the September 26th Environmental Advisory Committee Agenda. The survey mentioned in the correspondence can be found here: www.cleanbc.ca/plastics and the deadline for submissions is September 30.

Alicia Ferguson
Administrative Assistant/Deputy Corporate Officer
Tel: 1-250-414-7157

Deborah Liske

From: Council
Subject: FW: Provincial Plastics Policy and Engagement

CORPORATION OF THE TOWNSHIP OF ESQUIMALT		
For Information:		
<input type="checkbox"/> CAO	<input type="checkbox"/> Mayor/Council	
<input type="checkbox"/>		
RECEIVED: AUG 30 2019		
Referred: <u>Rachel</u>		
<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

From: Plastics ENV:EX [mailto:Plastics@gov.bc.ca]
Sent: August-29-19 3:56 PM
To: Plastics ENV:EX
Subject: Provincial Plastics Policy and Engagement

RE: Action on Plastics – Website and Policy Consultation Paper

On July 25, 2019 Environment and Climate Change Strategy Minister, George Heyman, launched a province-wide, public engagement on the topic of reducing plastic waste.

The Ministry of Environment and Climate Change Strategy is inviting you to provide feedback on new policy opportunities and proposed amendments to the Recycling Regulation of the *Environmental Management Act* by September 30, 2019 to address plastic waste.

Visit the Clean BC Plastics Action Plan [website](#) to read the [Policy Consultation Paper](#) and learn more about the solutions being considered. Instructions on how to provide comments are provided in the Policy Consultation Paper. A [news release](#) is also available.

Further details on the webinars being conducted for stakeholders, on the policy paper and proposed revisions to the Recycling Regulation of the *Environmental Management Act* will follow shortly.

Overview

Government is proposing action in four connected areas to reduce plastic pollution and use less plastic overall:

1. **Bans on single-use packaging:** Determining which types of plastic packaging to phase out altogether, as well as any necessary exemptions, such as those for health, safety and accessibility to keep products available for the people that need them.
2. **Dramatically reduce single-use plastic in landfills and waterways:** Requiring producers to take responsibility for more plastic products, ensuring more single-use items like sandwich bags, straws and cutlery get recycled.
3. **Plastic bottle and beverage container returns:** Expanding the deposit-refund system to cover all beverage containers – including milk and milk-substitutes – with a 10-cent refundable deposit, keeping millions more containers out of landfills and waterways.
4. **Reducing plastics overall:** Supporting effective ways to prevent plastic waste in the first place and ensuring recycled plastic is re-used effectively.

Share the Policy Consultation Paper

Please forward this correspondence to organization and association members and others who may wish to comment on the proposed changes. The ministry welcomes all suggestions.

Alternatively, you may wish to include the following in your forthcoming newsletter or circular for your members:

Do you have any thoughts on how we can reduce plastic waste in B.C.?

The government of B.C. wants your opinion on a range of possible solutions it's considering.

Just fill out the quick survey before September 30: www.cleanbc.ca/plastics

And help to set our province on a path to a more sustainable future.

Thank you for your time and consideration. We look forward to receiving your feedback.



Environmental Standards Branch
Ministry of Environment and Climate Change Strategy

We are engaging on how to best reduce plastic waste; have your say here!



cleanBC
our nature. our power. **our future.**

Plastics Action Plan

POLICY CONSULTATION PAPER



The ministry is seeking feedback on new policy opportunities and proposed amendments to the Recycling Regulation of the Environmental Management Act by September 18, 2019 to address plastic waste.

Instructions on how to provide comments are provided on the last page of this consultation paper.



Introduction

British Columbians want action on plastic waste. Too often plastic packaging and single use items end up as litter in our communities, waste in landfills or debris in lakes, rivers and oceans. Plastic pollution hurts wildlife and harms ecosystems, and it is increasing year after year. The Ministry of Environment and Climate Change Strategy recognizes that new steps are needed and is proposing action in four connected areas.

1 BANS ON SINGLE-USE PACKAGING



Determining which types of plastic packaging to phase out altogether, as well as any necessary exemptions, such as those for health, safety and accessibility to keep products available for the people that need them.

2 DRAMATICALLY REDUCE SINGLE-USE PLASTIC IN LANDFILLS & WATERWAYS



Requiring producers to take responsibility for more plastic products, ensuring more single-use items like sandwich bags, straws and cutlery get recycled.

3 PLASTIC BOTTLE AND BEVERAGE CONTAINER RETURNS



Expanding the deposit-refund system to cover all beverage containers — including milk and milk-substitutes — with a 10-cent refundable deposit, keeping millions more containers out of landfills and waterways.

4 REDUCING PLASTICS OVERALL



Supporting effective ways to prevent plastic waste in the first place and ensuring recycled plastic is re-used effectively.

Through the release of this consultation paper, B.C. is engaging on the development of new policy options and seeking feedback on proposed amendments to improve existing programs.

B.C. has been actively involved in the development of a Canada-wide Strategy and Action Plan on Zero Plastic Waste (Strategy and Action Plan), and will continue to support and align with longer-term proposed federal initiatives to ban harmful single-use plastics.

Dramatically Reducing Plastic Use

DEVELOPING A PATH FORWARD WITH NEW POLICY OPTIONS

The Ministry of Environment and Climate Change Strategy (the ministry) recognizes that waste prevention is the highest priority. Plastic bans have been adopted in different forms in different jurisdictions to address the growing problem of plastic pollution — for British Columbia, it's critical that we solicit public input on what forms potential bans on plastic packaging could take. For instance, there may be items of interest to British Columbians which are not covered by the proposed federal ban and that are within B.C.'s jurisdictional authority, or that are a priority due to B.C.'s coastal and remote geography.

There are also actions being taken by local governments in B.C. that could be supported by a provincial harmonized approach. B.C. proposes to collaborate with all levels of government both to avoid duplicating regulatory initiatives, and to progress actions that would have an immediate impact and protect B.C.'s environment. In addition, B.C. proposes to work with the federal government to develop national recycled content standards to ensure that in the longer term any new plastics and packaging produced contain recycled plastic.

NEW POLICY OPTIONS

- » Consider provincial bans for plastic packaging under the *Environmental Management Act*.
- » Support the development of recycled content performance standards being led by the federal government.



More than 40% of plastic is used only once. We can do our part to change this, and we want your thoughts and ideas on how to do it best.

Expanding Recycling and Recovery

AMENDMENTS TO THE RECYCLING REGULATION

By expanding recycling and recovery of plastics that are in use, we can significantly reduce the waste that accumulates in landfills and waterways. By doing this as efficiently as possible, we can improve the supply of clean recycled plastics for re-manufacturing. When this strategy is combined with higher recycled content standards for products, it can reduce the need for new plastics to be created.

Both expanding producer responsibility and expanding B.C.'s beverage container return system can be achieved through changes in existing regulations. B.C. currently regulates Extended Producer Responsibility (EPR) for many products, requiring producers (manufacturers, distributors and retailers) of designated products to take responsibility for the life cycle of their products, including collection and recycling. This shifts the responsibility from taxpayers, local government or Indigenous communities to the producers and consumers of a product.

By requiring producers to be accountable, EPR programs reduce waste by incentivizing producers to design products that are recyclable and durable in order that they can be recovered for future use instead of going to disposal. This further supports a circular economy approach to waste management where resources are continually conserved and reused as raw materials.

B.C. proposes to expand existing EPR by including single-use items and packaging-like products under the [Recycling Regulation](#)¹ to ensure that these items are being managed responsibly through EPR programs prior to any potential federal bans coming into force (estimated for 2021 and beyond).

B.C. is able to move quickly in this regard as the North American leader with more than twenty-two EPR programs already in place. Expanding EPR to cover these items enables B.C. to capture any items that are beyond the scope or exempted from any federal ban.

¹ <https://bit.ly/2OaqiSn>

The proposed amendments also include an update to the beverage container deposit system that would reduce the prevalence of littered single-use bottles in the environment and landfills by an estimated 50 million bottles per year.

As these actions would result in an increase in plastic items to be recycled, the Province would work with the federal government to develop national recycled content standards — ensuring that new single-use plastics and packaging-like products are produced using recycled plastic content.

PROPOSED AMENDMENTS TO THE RECYCLING REGULATION

- » Add 'packaging-like products' and 'single-use items' as obligated products to the Recycling Regulation to be recovered and recycled by producers.
- » Add all single-use beverage containers to the deposit-refund system.
- » Amend the refundable deposit amount to 10 cents for all beverage containers.
- » Allow electronic refund options for beverage containers in addition to cash.

Too often plastic packaging and single use items end up as litter in our communities, waste in landfills or debris in lakes, rivers and oceans. Plastic pollution hurts wildlife and harms ecosystems, and it is increasing year after year.



We Want Your Input

HERE ARE SOME SOLUTIONS WE ARE CONSIDERING

1 BANS ON SINGLE-USE PACKAGING



Determining which types of plastic packaging to phase out altogether, as well as any necessary exemptions, such as those for health, safety and accessibility to keep products available for the people that need them.

The *Environmental Management Act*² (EMA) governs the management of waste in British Columbia, to protect public health and the environment. The EMA allows for the banning of packaging by prohibiting, regulating or restricting the use or sale of packaging materials. British Columbia is considering bans as a policy option for plastic packaging and would like input on viable approaches.

Bans can be an effective policy tool to prevent plastic waste from occurring in the first place and help reduce the use of plastics that are commonly found in the environment and littered in our communities. Bans can also be used to divert recyclable plastics away from landfills to recycling facilities. They are also used to stop the use of plastics that are not recyclable or are considered difficult to recycle and manage.

Plastic packaging includes items such as plastic films (e.g., plastic bags, pouches or wraps) and containers (e.g., bottles, cups, tubs, and other hard plastics) that are used to package food and beverage products, consumer goods, cosmetics and personal care items.

Recent studies have shown that plastic packaging accounts for approximately 47% of all plastic waste discarded, and the majority of single-use plastics are used as packaging³.

² <https://bit.ly/1FETB2d>

³ <https://bit.ly/320HPTJ>

EXAMPLES OF BANS

- » The European Union will ban single-use plastic products (plastic cotton swabs, cutlery, plates, straws, drink stirrers and sticks for balloons), as well as cups, food and beverage containers made of polystyrene foam and all products made from oxo-degradable plastics by 2021.
- » Many US states such as Maine, Vermont, California, and New York have enacted bans on plastic packaging including plastic bags and polystyrene foam.

B.C. Local Governments:

- » The City of Vancouver single-use item reduction strategy includes bans for plastic straws, foam cups and foam take-out containers beginning in 2020.
- » More than 23 communities in B.C. have been actively working on developing bans for single-use plastic items such as bags and straws.

Plastic packaging bans are typically implemented through the following approaches:

- » **Bans to regulate the sale or use:** regulate the supply of certain plastic packaging into the marketplace or prevent or restrict the use of certain plastic packaging — e.g., a ban on the use of polystyrene foam in packaging and takeout containers and cups, or a ban on an identified type of packaging, such as a ban on plastic bags to contain or transport goods at the point of sale.
- » **Disposal bans:** prohibit the disposal of plastics that instead can be readily recycled. These bans are typically implemented at the disposal site located within the jurisdiction applying the ban — e.g., an energy-from-waste facility or landfill — and at transfer facilities where wastes are aggregated for transport to a final disposal facility. Bans on the disposal of materials, such as plastics, are implemented after systems are in place to collect and recycle the banned materials (such as those created under EPR programs).

Globally there are a number of new regulations banning plastics. Bans on the sale of plastic bags have been introduced in 65 countries, as well as many regional and local jurisdictions. The federal government recently announced their intention to ban harmful single-use plastics as early as 2021 to reduce pollution from single-use plastic products and packaging, such as shopping bags, straws, cutlery, plates, and stir sticks.

British Columbia communities have also taken significant steps to implement strategies, including bans, levies or fees on plastic bags. Beyond plastic bags, many B.C. communities are pursuing single-use plastic bans on items including plastic bags and straws, polystyrene foam, disposable cups and takeout food containers.

The City of Victoria was the first municipality in B.C. to ban plastic bags in July 2018 through a business licensing bylaw. Municipalities may regulate in relation to a number of areas under the *Community Charter*. On July 11, 2019 the B.C. Court of Appeal ruled, however, that the intent of the bylaw was for the *protection of the natural environment* and therefore under the *Community Charter*, municipalities wishing to exercise their regulatory authority for protection of the natural environment are required to obtain Provincial approval. The Province is currently reviewing all aspects of the decision and recognizes that local governments need clarity on what their authorities are and the process for acting on those authorities should they so desire. Feedback from this engagement process will inform actions and processes moving forward.

Recent studies have shown that plastic packaging accounts for approximately 47% of all plastic waste discarded, and the majority of single-use plastics are used as packaging.



When policy tools, such as a ban, are evaluated, it is important to consider all impacts and to ensure that viable alternatives are available. For example, research has shown that switching from single-use plastic bags to single-use paper bags results in simply trading one set of environmental costs for another. A single-use paper bag can require up to four times as much energy to manufacture and produces two times the greenhouse gas emissions when compared to a single-use plastic bag; however, they are bio-degradable and do not persist in the environment like plastic bags do. Successful policies have included the use of bans, generally in combination with levies and fees to decrease unnecessary single-use consumption and to encourage the reuse of bags and other sustainable alternatives. It is critical to find the right policy approach that results in the fewest unintended consequences.

In addition, exemptions to the ban are often required where no viable alternative is found, or to ensure that the essential safety, health, and wellness of all individuals is maintained. For the remaining plastic packaging and single-use plastics, EPR programs are necessary to ensure these materials can be collected and recycled back into new packaging and products.

- » **Do you think bans on plastic packaging should be implemented in B.C.? What plastic packaging products are a priority for B.C. to ban?**
- » **What types of bans should be considered (examples include bans on sale of a certain type of packaging or ban on use of a certain type, or bans on disposal)?**
- » **If a ban was applied, how should exemptions be considered?**
- » **Bans can be implemented in some form by all levels of government due to the different regulatory powers in place. Are there bans best suited for implementation at the federal, provincial or local government level? Should local governments be given the authority to ban problematic plastic items in their community? What types of bans should be considered?**

2 MORE RECYCLING OPTIONS



Dramatically reduce single-use plastic in landfills and waterways: requiring producers to take responsibility for more plastic products, ensuring more single-use items like sandwich bags, straws and cutlery get recycled.

EXPANDING PRODUCER RESPONSIBILITY FOR PACKAGING-LIKE PRODUCTS AND SINGLE-USE ITEMS

British Columbia is a national leader in recycling with the widest range of regulated items collected — its existing province-wide Extended Producer Responsibility (EPR) program regulates recycling of packaging and paper products. The inclusion of packaging-like products and single-use items in the Recycling Regulation would expand the type of plastic products that producers are required to collect for recycling from sectors that may include, but are not limited to, residential and municipal properties province-wide.

Packaging-like products are materials that are sold as a product but are in turn used as packaging. This includes re-usable plastic containers, freezer/sandwich bags, canning jars, wrapping paper, and moving boxes. Single-use items are materials that are not necessarily packaging but similarly serve a one-time purpose. This includes plastic straws, stir sticks, cutlery and ‘disposable’ items purchased in multiples, such as plates, bowls, cups, and party supplies that could be easily diverted in a manner similar to packaging and packaging-like products. This change would require an amendment to the Recycling Regulation.

- » **Do you have comments or suggestions regarding the ministry’s proposal to include packaging-like products in the Recycling Regulation? Are there any packaging-like products you believe should be exempt from the Recycling Regulation?**
- » **Do you have comments or suggestions regarding the ministry’s proposal to add single-use items to the Recycling Regulation? Are there any single-use items you feel should be exempt from the Recycling Regulation?**

3

EXPANDING PLASTIC BOTTLE AND BEVERAGE CONTAINER RETURNS



Improving the deposit-refund system to cover all beverage containers — including milk and milk-substitutes — with a 10-cent refundable deposit, keeping millions more containers out of landfills and waterways.

EXPANDING RECOVERY AND RECYCLING OF BEVERAGE CONTAINERS

Expanding the EPR deposit-refund system to cover all beverage containers and standardizing the refundable deposit to 10 cents, as well as modernizing the system, would capture and recycle millions more single-use containers, while reducing consumer and retailer confusion over what is and is not covered under a deposit-refund program.

Beverage containers that are currently excluded from the deposit-refund system would now be included, such as milk and milk substitutes (e.g., rice milk, soya milk, flavoured milk, and the array of milk-like products including energy drinks and caffeinated milk beverages). Milk and related products are currently under the residential packaging and paper products schedule of the Recycling Regulation. Obligating these products under the beverage container deposit-refund schedule would provide the needed incentive for greater returns from residents and would capture all containers from commercial generators (e.g., restaurants, schools, offices) that are currently exempted from the Recycling Regulation.

This change would require an amendment to the Recycling Regulation, which currently has a range of deposit-refund amounts from 5 to 20 cents depending on the container type. Creating a uniform 10 cent deposit-refund for all beverage containers translates into an estimated additional 50 million beverage containers diverted from landfills and our environment. Most plastic beverage containers sold today have a 5 cent deposit and are frequently discarded, yet beverage containers with a 10 cent deposit, such as beer cans/bottles, are returned more often by consumers.

The Recycling Regulation currently requires all refunds for returning beverage containers to be paid in cash. Modernizing the Recycling Regulation to also allow refunds to be electronic and paid in an alternative form of cash (e-transfer, cheque, in-store credit, charitable donation, or similar alternatives), would increase ease and efficiency for the consumer. An example includes convenience options such as drop-and-go systems where customers set up an account, tag their mixed bag of containers and drop it in an automated receiving system. Bags are later picked up and sorted, and credit is applied to the customer's account. The existing depot network and cash refunds would still be maintained as an option to ensure those individuals and communities depending on cash refunds continue to have access to this immediate source of income.

Other jurisdictions have seen success with raising deposit-refund rates, expanding to more products and modernizing return systems. Oregon's recovery rate was stagnant at 65% in 2016 until a doubling of deposit-refunds from 5 to 10 cents (for all beverage containers), coupled with enhanced return options such as drop-and-go bags, resulted in an overall return rate of 90% in 2018. In 2008, Alberta increased deposit-refunds to a minimum 10 cents and expanded the program to include milk and related products, resulting in total recovery rates since increasing from 75% to 85%.

In two years' time, B.C would review the impact of the deposit rate changes to determine if further increases to the beverage container deposit rate are required to improve the recovery rate.

- » **Do you have comments or suggestions on the ministry's proposal to include milk and milk substitutes in the beverage container deposit-refund schedule?**
- » **Do you have comments or suggestions on the ministry's proposal to create a uniform 10 cent deposit-refund for all beverage containers?**
- » **Do you have comments or suggestions on the ministry's proposal to allow refunds to be electronic and paid in an alternative form of cash (e-transfer, cheque, in-store credit, charitable donation, or similar alternatives)?**

4

REDUCING PLASTICS OVERALL



Supporting effective ways to prevent plastic waste in the first place and ensuring recycled plastic is re-used effectively.

DEVELOPMENT OF NATIONAL RECYCLED CONTENT PERFORMANCE STANDARDS

Recycled content performance standards (standards) go hand in hand with extended producer responsibility programs. EPR programs collect and recycle the materials, turning them into recycled plastic commodities. Standards create the demand for recycled plastic materials by requiring a minimum content of recycled plastic in new packaging and products.

Standards help producers of plastic products to design products with recyclability in mind, which helps to eliminate products that are hard to recycle. Having a common national standard provides clarity and avoids a patchwork approach across provinces and territories for producers. National standards also incentivize and complement government procurement policies and targets requiring purchased plastic products to contain recycled plastic. Procurement policies at all levels of government can stimulate and support market development in this area.

Increasing the levels of recycled plastic content in products can also result in greenhouse gas emissions reductions to help meet the goals set out in [CleanBC⁴](#), the Government's plan to reduce carbon pollution. The production and manufacturing of packaging and products, including the increasing use of plastics, generates greenhouse gas emissions. These emissions can be substantially mitigated by ensuring that packaging and products are reused and, once they reach the end of their life, are collected to be recycled back into new packaging and products. This reduces the need to produce more plastic from virgin materials and fossil fuels.

Recycling plastic beverage containers, for example, has been shown to reduce greenhouse gas emissions by almost 70% compared to producing plastic from virgin resources⁵.

As noted earlier, B.C. has been actively involved in developing the Canada-wide Action Plan on Zero Plastic Waste⁶ which identifies the federal government as leading the development of national performance requirements and standards for plastics. British Columbia has a significant opportunity to collaborate and influence the development of these standards, in particular with the proposed recycled content standard.

- » **What should B.C. consider in the development of a national standard on recycled content and any associated targets?**
- » **Do you have comments or suggestions on any related provincial policies or actions?**

Recycling plastic beverage containers, for example, has been shown to reduce greenhouse gas emissions by almost 70% compared to producing plastic from virgin resources.



⁴ <https://cleanbc.gov.bc.ca/>

⁵ <https://bit.ly/30UDrkd>

⁶ <https://bit.ly/2Q0QvtP> and <https://bit.ly/2XbqmAx>

Implementation

The actions proposed in this consultation paper will further advance the reduction, diversion and recyclability of plastics and other single-use items in B.C.

Feedback received will help B.C. determine other potential actions that should be developed or further consulted upon at the provincial level. Your input is welcomed regarding other potential products for inclusion in the Recycling Regulation, or other policy initiatives to minimize plastic waste.

All comments received through webinars, meetings, mail or email by 18 September 2019 will be compiled for review by ministry staff before final drafting of the regulatory amendments. This is expected to be completed in 2019.

By expanding recycling and recovery of plastics that are in use, we can significantly reduce the waste that accumulates in landfills and waterways.



Additional Information Sessions

The ministry will conduct a series of webinars on the proposed revisions. The webinars will review the information contained in this consultation paper and provide an opportunity to ask questions and provide comments.

If you are interested in participating in a webinar, please contact the email below:

Email: Plastics@gov.bc.ca

Providing Feedback

The ministry welcomes comments on the information and proposals outlined in this consultation paper, and has provided the following opportunities for feedback:

- 1. Complete the public survey at:**
<https://cleanbc.gov.bc.ca/plastics>
- 2. Send a formal submission to: Plastics@gov.bc.ca**
Read the guidelines for formal submissions at:
<https://cleanbc.gov.bc.ca/plastics>
- 3. Email your comments to: Plastics@gov.bc.ca**
- 4. Mail your comments to:**
*Ministry of Environment and Climate Change Strategy –
Recycling Regulation Amendments
PO Box 9341 Stn Prov Govt
Victoria, BC V8W 9M1*

All comments received through the public survey, formal submission, webinars, mail or email by September 18, 2019 will be compiled for review by ministry staff before final drafting of the amendments to the Recycling Regulation or other policy changes. This is expected to be completed in 2019.

Please note that each organization's submission with opinions and identifiers could be made public either through a decision by the Ministry or if a Freedom of Information request is made under the *Freedom of Information and Protection of Privacy Act*.

Thank you for your time and comments.