

PREPARED FOR: Council
FROM: Meghan Woods, Senior Planner, Climate Action
MEETING DATE: May 05, 2025
SUBJECT: Council Project Sign-Off for CPP #36 - Develop Corporate Climate Action Plan and CPP #35 - Develop Community Climate Action Plan

RECOMMENDATION(S)

THAT the report titled “Council Project Sign-Off for CPP #36 - Develop Corporate Climate Action Plan and CPP #35 - Develop Community Climate Action Plan”, authored by Meghan Woods, Senior Planner - Climate Action, dated May 5, 2025, be received.

And that Council consider the following staff recommendation:

THAT the Project Sign-Off for CPP #36 - Develop Corporate Climate Action Plan and CPP #35 - Develop Community Climate Action Plan as written and direct staff to begin work on these projects be approved.

Alternatively, staff await another direction from Council.

PURPOSE OF REPORT

The purpose of this Report is to introduce the Council Project Sign-Off for CPP #36 - Develop Corporate Climate Action Plan and CPP #35 - Develop Community Climate Action Plan, and to provide Council with additional context and information related to the Projects.

BACKGROUND/HISTORIC CONTEXT

In 2019, Council joined many other local governments across the globe in declaring a Climate Emergency. Later that year, the Community Climate Action Working Group (CCAWG) was created, producing a series of recommendations to address climate change including improving active transportation, implementing the Coolkit program, developing a grant program for climate action activities, accelerating GHG and energy reductions for new and existing buildings, and implementing programs to support transit ridership. All of these recommendations have either been implemented or subsequent Council direction and follow up has been provided.

Building on the recommendations of the CCAWG and drawing on a 2023 report on the status of climate action in the District, Council identified six priority projects for 2022 - 2026 in the area of Climate Change & Environment, with the following four assigned to Community Building and Planning as the lead department:

- CPP #35 – Develop Community Climate Action Plan
- CPP #36 – Develop Energy Plan for Municipal Operations
- CPP #53 – Implement GHG and Energy Reduction in Building Program (Community Climate Action Working Group Report Implementation)
- CPP #68 – Implement Climate and Sustainability Related Projects and Programs

In February 2025, staff brought a report to Council titled “Climate Action Program”, which outlined a plan to implement a series of projects using Local Government Climate Action Program (LGCAP) funding over the course of 2025 and 2026. Included in the Climate Action Program (CAP), are CPP #36 – Develop Energy Plan for Municipal Operations (now retitled CPP #36- Develop Corporate Climate Action Plan), and CPP #35 – Develop Community Climate Action Plan. Council directed staff to implement the CAP and to annually update Council on the status of the Program.

LEGISLATIVE REQUIREMENTS

LGCAP funding must be spent on climate initiatives. Climate initiatives are actions to reduce greenhouse gas (GHG) emissions and/or adapt to a changing climate and mitigate climate-related risks. This can include, but is not limited to:

- Actions to reduce GHG emissions in buildings, transportation, waste, etc.
- Identifying and mitigating climate-related hazards
- Actions that result in resilience to future climate conditions, including preparing risk assessments
- Integrating climate change measures into strategies, planning and policies
- Improving education and raising awareness of causes and solutions of climate change
- Increasing human and institutional capacity with respect to climate change mitigation, adaptation, impact reduction and early warning system

ANALYSIS

Local governments are on the front lines of climate change. According to a report from the Federation of Canadian Municipalities, local governments have influence over about 50% of all GHG emissions in Canada. Additionally, local governments are already dealing with the impacts of a changing climate and looking to implement measures that enhance community resilience to these changes. Both mitigation (reducing the amount of GHG emissions released into the atmosphere) and adaptation (reducing risk and vulnerability by preparing for these changes) are important elements of climate action at the local government level.

The purpose of the Corporate and Community Climate Action Plans is to develop a realistic, clear, and timely approach to climate action in Oak Bay, including developing a list of actions that are achievable and supported by Council and the community. At a high-level, the two plans will act as roadmaps for implementing climate initiatives in municipal operations and community-wide, with the goal of reducing GHG emissions and minimizing climate risks.

The Plans are both broken down into four Phases, each with key deliverables. The following chart shows the timing and project phases for the Corporate Climate Action Plan and the Community Climate Action Plan, including the timing of the procurement process and gathering of base materials, which will occur ahead of the Project Initiation.

Corporate and Community Climate Action Plans	2025										2026/2027													
	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	
CPP #36 Corporate Climate Action Plan																								
Procurement of Consultant																								
Phase 1 - Project Initiation																								
Phase 2 - Baseline Report and Staff Engagement																								
Phase 3 - Draft Corporate Climate Action Plan and Refinement																								
Phase 4 - Corporate Climate Action Plan Finalization and Adoption																								
CPP #35 Community Climate Action Plan																								
Procurement of Consultant																								
Phase 1 - Project Initiation																								
Phase 2 - Community Climate Action Plan Vision and Framework																								
Phase 3 - Draft Community Climate Action Plan and Refinement																								
Phase 4 - Community Climate Action Plan Finalization and Adoption																								

Project deliverables are described in detail in Section 2 and 4 of the Project Sign-Off, but are summarized at a high-level in the chart below.

Phase 1	Phase 2	Phase 3	Phase 4
CPP #36 Corporate Climate Action Plan			
Baseline Report	GHG reductions targets and pathways	Action list (with prioritization,	Final Report
	Staff engagement workshops	Staff engagement workshops	
		EV-Ready Fleet Plan	
CPP #35 Community Climate Action Plan			
Baseline Report	Scenario modelling and targets	Draft Plan	Final Report
Community Engagement and Communications Plan	Draft actions table, including adaptation actions	Community engagement and summary report (2)	
	Community engagement and summary report		

ADVISORY BODY

While none of the current advisory bodies have an explicit climate mandate, Council could refer items to the Advisory Planning Commission - Land Use, or any other advisory body for review and advice if they so choose.

Council Project Sign-Off for CPP #36 - Develop Corporate Climate Action Plan and CPP #35 - Develop Community Climate Action Plan - May 05, 2025

WORKPLAN IMPACT

The work discussed in this report and in the Project Sign-Off will be led by the Senior Planner - Climate Action, with the support of the Community Building and Planning Services Deputy Director. Consultant support will be retained ahead of the initiation for both the Corporate Climate Action plan and the Community Climate Action Plan.

FINANCIAL IMPACT

As approved in the 2025-2029 Financial Plan CPP #36 - Develop Corporate Climate Action Plan and CPP #35 - Develop Community Climate Action Plan are to be funded through the District's Local Government Climate Action Program (LGCAP) funding in the amount of \$60,000 and \$125,000 respectively.

While total costs have not changed since the approved 2025-2029 Financial Plan, the EV-Ready Fleet Plan Project was originally scoped as a separate project with a \$15,000 budget. Staff are now recommending that these two projects be combined to lessen the administrative burden and recognize that emissions from fleet vehicles are an important consideration when looking at overall emissions from municipal operations, making the two projects highly integrated. The combined project budget would now be \$75,000.

Additionally, a retiming of cash outflows is proposed in this project plan, which if approved, may result in a financial plan amendment. A quarterly financial plan amendment report is scheduled for June, if required.

For the Community Climate Action Plan, staff may apply for Federal grant funding for Climate-Ready Plans and Processes and, if successful, project scope and costs may change somewhat. Available grant funding would cover up to 60% of project costs to a maximum of \$70,000.

Current financials (reflected here and in the Project Sign-Off) do not assume success in this grant funding. Rather, the budgeting reflects the planned funding from LGCAP.

OPTIONS

Option #1

Council could choose to approve approve the Project Sign-Off for CPP #36 - Develop Corporate Climate Action Plan and CPP #35 - Develop Community Climate Action Plan; the following motion would be in order:

THAT the Project Sign-Off for CPP #36 - Develop Corporate Climate Action Plan and CPP #35 - Develop Community Climate Action Plan as written and direct staff to begin work on these projects be approved.

Option #2

Council could choose to approve approve the Project Sign-Off for CPP #36 - Develop Corporate Climate Action Plan and CPP #35 - Develop Community Climate Action Plan, with amendments; the following motion would be in order:

THAT the Project Sign-Off for CPP #36 - Develop Corporate Climate Action Plan and CPP #35 - Develop Community Climate Action Plan be approved as amended as follows: [include changes]

Alternatively, staff await another direction from Council.

COUNCIL PRIORITY SUPPORTED

Climate Change & Environment

IAP2 FRAMEWORK ENGAGEMENT

☒ **INFORM**

☒ **CONSULT**

☒ **INVOLVE**

☐ **COLLABORATE**

The Corporate Climate Action Plan will not include community-wide engagement beyond the "Inform" level, but will focus instead on substantive staff engagement.

The Community Climate Action Plan will present an opportunity for residents, community groups, and others to weigh in on the future of Oak Bay. Community engagement for this project will range from "Inform" to "Involve" at various times throughout the duration of the project. The engagement will be broad-reaching and should appeal to all residents. Younger audiences will be encouraged to participate, with a specific focus on high school classes and outreach to students attending UVic.

Oak Bay has several highly engaged community groups focused on environmental sustainability and climate action. Staff anticipate working with those groups to develop both formal and informal community engagement to start a conversation in the community about climate action.

Wherever possible during the development of the Community Climate Action Plan, there will be outreach to the Songhees Nation and Esquimalt Nation aligned with the District's reconciliation efforts. Letters will be sent to the Songhees Nation and the Esquimalt Nation at the initiation of the project to provide information, anticipated timelines, and ask how and if they would like to participate.

TIMELINE/PROCESS/NEXT STEPS

Pending Council approval of the Project Sign-off, staff will initiate CPP #36 and CPP #35 as described, beginning with the issuing of a Request for Proposal for the development of the Corporate Climate Action Plan in May, 2025.

Respectfully submitted,

Meghan Woods, Senior Planner, Climate Action

With respect to the Financial Impact described in this report, I concur with the staff recommendation.

Rianna Lachance

Rianna Lachance, Director of Financial Services

Reviewed and approved by the Director of Corporate Services.

Dianna Plouffe

Dianna Plouffe, Director of Corporate Services

I have read and consider staff's recommendation to be supportable for Council's consideration.

Selina Williams

Selina Williams, Chief Administrative Officer

ATTACHMENTS(S):

[District of Oak Bay Council Project Sign-Off CPP #36 and CPP #35](#)







Corporate Climate Action Plan (Project #36) & Community Climate Action Plan (Project #35)

Council Project Sign-Off (Project Initiation)

Version 1.0
2025/05/05

Document Intent

This *Council Project Sign-Off* document provides a link between the Council Priorities Plan (formerly Corporate Plan) and Departments' Project Charters. Staff seek *Council Project Sign-Off* for Council Priority Plan projects prior to finalizing Project Charters. Project Charters are operational documents prepared for internal use. *Council Project Sign-Off* documents provide content that relates to governance decisions.

Aspire	Official Community Plan Vision	vibrant, safe, sense of community, high-quality, charming, natural, vibrant, well-conserved, dynamic, distinct, resilient, sustainable, protective, adaptive, diverse, active, collaborative					
	Council Priorities	 Housing	 Livability	 Transportation	 Climate Change & Environment	 Diversity & Inclusion	 Truth & Reconciliation
Align	Budget	through the budget process, Council approves the funds required to deliver on Council priorities and ongoing service responsibilities -- this constitutes preliminary project approval for listed projects and authorizes staff to start planning how the work will be completed					
	Council Priorities Plan	the Council Priorities Plan identifies timing of funded projects to be carried out to deliver on Council's priorities (reflecting budget approvals)					
	Project Sign-Off	staff check in with Council for approval of key proposed milestones, plans for public/stakeholder input, and Council touchpoints before starting work on Council Priority Plan projects -- Council approval of these authorizes the project to fully proceed; prior to commencing project work, staff prepare Project Charters					
Act	Mission	provide for good government				Delivered by staff through ongoing core services, Council Priority projects, and in response to Council Resolutions.	
		provide services, laws etc. for community benefit					
		steward public assets					
		foster economic, social and environmental well-being					
Achieve	Quarterly Updates	Q2 Update (reporting on Q1 and Q2 progress on Council Priorities, Council Resolutions, and budget performance)					
		Q3 Update (reporting on Q3 progress on Council Priorities, Council Resolutions, and budget performance)					
	Annual Report	previous year departmental highlights					
		metrics (key performance indicators)					
		Statement of Financial Position					
		Financial Information Act reports					

1 Project Details

1.1 PROJECT PURPOSE

The District has declared a climate emergency and has taken action to promote environmental sustainability in municipal operations and the community. Council has identified climate change & environment as a priority area of action this term.

Local governments control or influence over 50 percent of Canada's greenhouse gas (GHG) emissions. Local governments are also uniquely positioned to engage citizens about reducing emissions and adapting to a changing climate in their community. Without action, climate change will impact a variety of regional and local government services, as well as overall community health and well-being.

The purpose of the Corporate and Community Climate Action Plans is to develop a realistic, clear, and timely approach to climate action in Oak Bay, including developing a list of actions that is informed by science as well as supported by all levels of leadership and the community.

1.2 ALIGNMENT WITH COUNCIL PRIORITIES

The projects described in this document will focus primarily on Climate Change & Environment, but also align with and support other Council priorities as shown below:



1. **Housing:** Residential buildings in the district accounted for nearly 22,000 tonnes of CO₂e in 2022, which was roughly 29% of total GHG emissions in the community. The Community Climate Action Plan will develop policy actions that ensure that new housing is built sustainably, and residential green building retrofits are encouraged.
2. **Livability:** Climate action planning for municipal operations will help support greener, more efficient and resilient facilities and may improve processes for service delivery. Climate action planning for the community supports livability through healthier communities, reduced localized pollution, and expanded green infrastructure.
3. **Transportation:** Transportation-related emissions represent a significant portion of the pollution generated by municipal operations and across the community. The Corporate and Community Climate Action plans will support the shift away from reliance on internal combustion engine (ICE) passenger vehicles.
4. **Climate Change & Environment:** The Corporate and Community Climate Action Plans will enable the District to prioritize actions to mitigate and adapt to climate change and preserve natural assets.
5. **Diversity & Inclusion:** The approach to engagement in these projects will focus on reaching a broad cross-section of the community and those who are often underrepresented in traditional engagement processes (i.e., youth, newcomers).
6. **Truth & Reconciliation:** Wherever possible during the development of the Community Climate Action Plan, there will be outreach to the Songhees and Esquimalt Nations aligned with the District's reconciliation efforts. Letters will be sent to both Nations at the initiation of the project to provide information, anticipated timelines, and ask how and if they would like to participate.

1.3 PREVIOUS COUNCIL DIRECTION

Climate action work has been underway in the District for many years, with successes ranging from community-based initiatives to policy changes. In 2019, Council joined many other local governments across the globe in declaring a Climate Emergency. Later that year, the Community Climate Action Working Group (CCAWG) was created, producing a series of recommendations to address climate change including improving active transportation, implementing the CoolKit program, developing a grant program for climate action activities, accelerating GHG and energy reductions for new and existing buildings, and implementing programs to support transit ridership. All of these recommendations have either been implemented or subsequent Council direction and follow up has been provided.

Building on the recommendations of the CCAWG and drawing on a 2023 report on the status of climate action in the District, which included a review of current District documents and climate action program resources, interviews with staff, and an assessment of potential future corporate and community climate and sustainability opportunities, Council identified six priority projects in the area of Climate Change & Environment. The following four projects have been assigned to Community Building & Planning as the lead department:

- CPP #35 - Develop Community Climate Action Plan
- CPP #36 - Develop Energy Plan for Municipal Operations
- CPP # 53 - Implement GHG and Energy Reduction in Buildings Program (Community Climate Action Working Group Report Implementation)
- CPP #68 - Implement climate and sustainability related projects and programs

In 2024, Council adopted amendments to the Building and Plumbing Bylaw which requires that all new Part 9 and Part 3 buildings meet Zero Carbon Performance (EL-4 of the Zero Carbon Step Code). Because fossil fuel-powered space and water heating equipment generates about 98 per cent of building-sector operational emissions, meaning that all new buildings in Oak Bay will have near zero operational emissions. Staff prepared bylaw amendments for Council consideration early in 2025 that address barriers to low-carbon building retrofits and high-performance building design. These measures, along with the continued support and promotion of the Home Energy Navigator program, have supported the delivery of CPP #53 - Implement GHG and Energy Reduction in Buildings Program.

Also in 2024, Community Building and Planning hired of a full-time dedicated staff member assigned to climate action as part of the work towards achieving CPP #68 - Implement climate and sustainability related projects and programs.

In February 2025, staff brought a report to Council titled “Climate Action Program”, which outlined a plan to implement a series of projects using Local Government Climate Action Program (LGCAP) funding over the course of 2025 and 2026. Included in the Climate Action Program (CAP), are CPP #36 - Develop Energy Plan for Municipal Operations (now retitled CPP #36- Develop Corporate Climate Action Plan), and CPP #35 - Develop Community Climate Action Plan. Council directed staff to implement the CAP and to annually update Council on the Status of the Program.

1.4 RELATIONSHIP TO APPROVED PLANS & OTHER PROJECTS

The following plans and documents will help inform and underpin the development of the Corporate Climate Action Plan:

1. Strategic Energy Management Plan (2019): The Strategic Energy Management Plan (SEMP) provides an overview of energy use within District of Oak Bay facilities. It also lists previous energy efficiency upgrades and projects and identifies future projects. Typically a SEM is

updated annually or every two years in order to provide up-to-date information and track new projects and associated savings.

The Corporate Climate Action Plan will identify new corporate GHG targets that will be strongly tied to energy use in our buildings. It is expected that all of our facilities will be assessed for energy performance and opportunities for efficiencies and emissions reduction during the development of the Corporate Climate Action Plan. One of the actions that may be identified in the plan is to consistently update the SEMP.

2. Facilities Master Plan (2022): The most recent phase of this plan sought to conduct stakeholder engagements to assess facility service quality reviews, propose asset management criteria, and develop a facilities master plan that included recommended actions over short, medium, and long-term ranges.

The Corporate Climate Action Plan will integrate with ongoing facilities planning underway at the District.

The Following plans and documents will help inform and underpin the development of the Community Climate Action Plan:

1. District of Oak Bay OCP (2025): The District is in the process of completing an update of the Official Community Plan and Zoning Bylaw. The OCP is an important policy document for the District, and all bylaws enacted must be consistent with the OCP pursuant to the *Local Government Act*.

The Community Climate Action Plan will build off of the high level GHG modelling completed as part of the OCP update and establish sector-based emissions targets as well as pathways towards achieving those targets. The Plan will remain consistent with the OCP.

2. Active Transportation Strategy (2023): The 2023 update to the Active Transportation Strategy identifies and prioritizes projects that should be advanced so the District could apply for funding and grant applications in the immediate future. Further, the report also lists priority pedestrian facility projects.

The Community Climate Action Plan will incorporate priority projects and all previous Council direction on active transportation into the development of action items related to reducing emissions from the use of passenger vehicles for short trips. It is expected that the Community Climate Action Plan will focus on policies and programs to support zero carbon transportation rather than identify further active transportation infrastructure projects.

3. Urban Forest Management Strategy (2017): The Urban Forest Management Strategy outlines a 15-year implementation timeframe to achieve the urban forest vision, which includes a canopy cover between 36% and 40%.

The Community Climate Action Plan will seek to identify further policies and programs that support healthy ecosystems and retains tree canopy cover for both climate mitigation and adaptation purposes.

Additionally, the Parks, Recreation and Culture Master Plan is currently in progress and anticipated for completion in 2025. Staff will work to ensure an integrated approach to all planning processes currently underway.

2 Project Details

2.1 BUSINESS NEED AND BACKGROUND

The District is a signatory to the BC Climate Action Charter. Under the BC Climate Action Charter, signatories commit to:

- Becoming carbon neutral in their corporate operations (this is not a requirement for receiving LGCAP funding)
- Measuring and reporting their community's greenhouse gas emissions
- Creating complete, compact, more energy efficient communities

Through the Local Government Climate Action Program (LGCAP), The District received \$292,164 from the Province in 2022 and 2023 that was required to be spent by the end of March 2025. As of February, 2025, only \$186,471 of that funding had been spent. Staff submitted a LGCAP Spending Forecast Form to the Province outlining anticipated future spending approved by Council. The forecast was approved and commits the District to spending at least the remaining \$105,693 by the end of 2025.

LGCAP funding must be spent on climate initiatives. Climate initiatives are actions to reduce greenhouse gas (GHG) emissions and/or adapt to a changing climate and mitigate climate-related risks. This can include, but is not limited to:

- Actions to reduce GHG emissions in buildings, transportation, waste, etc.
- Identifying and mitigating climate-related hazards
- Actions that result in resilience to future climate conditions, including preparing risk assessments
- Integrating climate change measures into strategies, planning and policies
- Improving education and raising awareness of causes and solutions of climate change
- Increasing human and institutional capacity with respect to climate change mitigation, adaptation, impact reduction and early warning system

In addition to the funding for 2022 and 2023, in 2024 the District of Oak Bay received an additional \$428,030. This is a lump sum payment for three years of LGCAP funding to last until the end of March 2027.

In the past, staff capacity has been the primary barrier to implementing climate initiatives both for the community and in municipal operations. The LGCAP funding now supports a full time staff resource dedicated to climate action who is able to coordinate the planning processes proposed in this document and implementation of other climate programs and policies as directed by Council.

2.2 SCOPE AND OBJECTIVES

The key deliverables for CPP #36 and CPP #35 are a Corporate Climate Action Plan document and a Community Climate Action Plan document that are broadly supported by the community as well as District staff and Council. The Plans will be separate processes that will result in separate documents, although it is expected that the actions identified within the Corporate Climate Action Plan will be reflected or summarized in a section of the Community Climate Action Plan that details a leadership role for the municipality in climate action.

The Plans will not occur concurrently, and both will have their own procurement processes to seek consultant support for delivery. There will be some overlap in timing of the Plans, with the Community Climate Action Plan launching as the Corporate Climate Action Plan is moving towards being finalized. The two planning processes are structured this way to make best use of limited staff capacity, align

DISTRICT OF OAK BAY Corporate Climate Action Plan & Community Climate Action Plan Council Project Sign-Off (Project Initiation)

with other projects underway at the District, and to demonstrate leadership in climate action by starting with a plan focused on corporate (municipal) operations.

Both plans are divided into four phases. Each plan has specific work areas, deliverables, outcomes, and expectations as outlined in the following sections.

2.2.1 Project Phasing Overview

The following chart shows the timing and project phases for the Corporate Climate Action Plan and the Community Climate Action Plan, including the timing of the procurement process and gathering of base materials, which will occur ahead of the Project Initiation.

Corporate and Community Climate Action Plans	2025										2026/2027													
	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	
CPP #36 Corporate Climate Action Plan																								
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Phase 2 - Community Climate Action Plan Vision and Framework																								
Phase 3 - Draft Community Climate Action Plan and Refinement																								
Phase 4 - Community Climate Action Plan Finalization and Adoption																								

Key deliverables for each project are outline by Phase in the chart below.

Phase 1	Phase 2	Phase 3	Phase 4
CPP #36 Corporate Climate Action Plan			
Baseline Report	GHG reductions targets and pathways	Action list (with prioritization,	Final Report
	Staff engagement workshops	Staff engagement workshops	
		EV-Ready Fleet Plan	
CPP #35 Community Climate Action Plan			
Baseline Report	Scenario modelling and targets	Draft Plan	Final Report
Community Engagement and Communications Plan	Draft actions table, including adaptation actions	Community engagement and summary report (2)	
	Community engagement and summary report		

2.2.2 CPP #36 Corporate Climate Action Plan Work Areas

The Corporate Climate Action Plan is intended to provide a roadmap for the district to reduce GHG emissions from operations. The work areas identified in the Plan capture key areas of focus that should be specifically addressed in the final plan. It will include, at a minimum, the following five key work areas:

1. Reducing emissions from municipal buildings

The Plan will include recommendations for improving energy performance and lower GHG emission in existing municipal buildings and infrastructure. It will include a Strategic Energy Management section integrated into the Plan, including an estimate of energy consumption and expenditures for major buildings, prioritization of energy efficiency and GHG reduction projects for the next five years. The Plan will also assess opportunities for increasing the use of renewable energy for new and existing buildings and identify software tools that could assist the District going forward.

To support this work, the District will undertake building energy audits for some buildings, which could be either part of the scope of this work or coordinated by the consultant to occur alongside the development of the Plan.

2. Electrification of fleet and other gas-powered equipment

The Plan will support the electrification of the District's fleet and other gas-powered equipment used in municipal operations. The Plan will assess the viability of electric bicycles to replace certain staff trips currently made by larger fleet vehicles. As part of the Plan, an EV-Ready Fleet Plan will be developed that meets the requirements for BC Hydro funding.

The Plan will also include recommendations for transitioning away from gas-powered lawn and garden equipment, drawing on the experience of neighbouring jurisdictions in moving towards electrification, where operationally feasible. This would also include cost analysis of making the switch from current equipment and an assessment of current available storage and future options.

3. Reducing waste from operations

While District operations are becoming more efficient in terms of solid waste reduction, the Plan would identify areas for improving, adding efficiencies, or increasing staff awareness of waste issues. This work area may also include consideration of new policies and operational procedures - i.e., zero waste policy for staff meetings and events, revised disposal and recycling practices for certain items, other resource recovery initiatives etc.

4. Embedding sustainability in District processes and procedures

The Plan will include an assessment of current District processes and procedures and recommend policy changes where applicable. This may include changes to procurement and other agreements to require suppliers to demonstrate certain practices or provide data that the District need for provincial LGCAP reporting.

5. Staff engagement and workplace culture

The development of the Corporate Climate Action Plan will include extensive staff engagement and the formation of an internal District of Oak Bay Climate Steering Committee. It is expected that engaging with staff on specific actions and projects will lead to a strengthening of interdepartmental relationships and organizational-wide increased awareness of climate change mitigation efforts by the District. The Plan should also address how to continue to build a culture of sustainability and environmental education at the District through tools and programs like staff lunch and learns, a cross-departmental green team, community garden, promoting bike to work schemes, and improving bike storage etc.

2.2.3 CPP #36 Corporate Climate Action Plan Deliverables

The key deliverables identified as part of CPP #36 Corporation Climate Action Plan are:

1. Baseline report

The Baseline report will analyze our existing corporate GHG inventory, summarize work done to date, and identify any high-level gaps or opportunities that exist for the District given current staffing and funding levels.

2. GHG reduction targets and pathways

The Plan will update the existing District corporate GHG emissions target and model scenarios for achieving targets that substantially reduce emissions in the near term. The Plan will use diagrams and charts to visually show where reductions are coming from when compared against a BAU scenario. Indirect emissions, or embodied carbon, will also be addressed.

3. Staff engagement and workshops

There will be two rounds of staff engagement on this project. Additionally, the development of the Plan will include a staff “road show” that will be led by the Sr Planner - Climate Action with support from the consultant. There will also be at least two staff workshops (one each round), with attendees determined by engagement objectives, staff availability and job duty coverage. There will also be attempts made to reach outside staff and other hard-to-reach staff through creative engagement methods such as workplace displays and/or additional methods. The goals of the engagement are to gather ideas and information from staff, increase

awareness of climate action among staff, and build support for the implementation of the Corporate Climate Action Plan.

4. Detailed list of actions by area with prioritization, timelines, and resourcing identified

The development of a detailed action list will be a critical deliverable of the Plan. Each action should include a timeframe (short, medium, or long term) and should consider level of urgency in terms of priority. Also, the action description and timing should take into account equipment replacement schedules, regular maintenance, planned renovations, and budget cycles.

Where possible, actions will include high-level cost information, potential funding sources, and project payback timeframes - if applicable. The action list should also identify responsible departments, associated budgets, and grant funding opportunities.

5. EV-Ready Fleet Plan

The EV-Ready Fleet Plan should meet BC Hydro's requirements for funding and be eligible for funding for up to 50% of total costs (maximum of \$15,000). The EV-Ready Plan will be imbedded in the broader Corporate Climate Action Plan and include the following items:

- Fleet assessment and EV suitability assessment - including total cost of ownership and financial analysis and Fleet vehicle ZEV replacement schedule
- Charging (electrical vehicle supply equipment - EVSE) plan
- Electrical capacity assessment
- Infrastructure plan
- EV-ready fleet plan summary
- Market analysis
- Full light duty vehicle replacement schedule and recommendations
- Additional staffing and staff training requirements
- Change management recommendations

6. Final Report

The Final Report will include all of the above items, in addition to an ongoing monitoring and evaluation schedule and process. The Plan will be a public-facing document that will be available on the District's website.

2.2.4 CPP #35 Community Climate Action Plan Work Areas

The Community Climate Action Plan is intended to provide a roadmap for the district to reduce GHG emissions in the community. It will focus on key work areas, including but not limited to:

1. Understanding current context and model scenarios

In order to understand where we want to go, it will be important to first understand our current state when it comes to climate action. The district has reduced emissions by 17% since 2007. While accelerated change is needed, the first step will be to understand what has driven that change and how we can build off of what has already been proven to be successful in this community. Future scenario modelling will help to inform a draft Vision for Climate Action in Oak Bay that will be shared with the community for feedback during early community engagement.

2. Engaging with the community, stakeholders, and First Nations

It is critical that this Plan be reflective of what the community values most. The Community Climate Action Plan will present an opportunity for residents, community groups, and others to weigh in on the future of Oak Bay. The engagement will be broad-reaching and should appeal to all residents. Younger audiences will be encouraged to participate, with a specific focus on high school classes and outreach to students attending UVic.

Oak Bay has several highly engaged community groups focused on environmental sustainability and climate action. Staff anticipate working with those groups to develop both formal and informal community engagement to start a conversation in the community about climate action.

Wherever possible during the development of the Community Climate Action Plan, there will be outreach to the Songhees and Esquimalt Nations aligned with the District's reconciliation efforts. Letters will be sent to both Nations at the initiation of the project to provide information, anticipated timelines, and ask how and if they would like to participate.

3. Identifying indicators, targets, and actions

A high-level community GHG emissions reduction target will be identified as part of the 2025 OCP and Zoning Bylaw update. The Community Climate Action Plan will determine any critical interim or sector-based targets and refine the associated GHG emissions modelling that is underway as part of that project to better understand future emissions scenarios for Oak Bay.

This work will culminate in “pathway to zero” and a draft action list that will include high-level timing and cost analysis. The actions will be informed by the vision and targets and will be shared with the community for feedback. Identified actions should also include recommendations related to existing Council directives, if they have not already been actioned, including:

- Exploring and advancing an Oak Bay sustainability grant or rebate program
- Next steps for a ban on gas-powered lawn and garden equipment
- Methods for promoting GHG energy retrofit for existing buildings

4. Climate resiliency and adaptation planning

The District, along with the rest of B.C., is facing risks from climate change including extreme heat, wildfires, and flooding. Communities play a critical role in strengthening climate resilience in B.C. Additionally, there is funding from the Federation of Canadian Municipalities Green Municipal Fund for climate adaptation planning that the District may apply for to support the development of climate adaptation plans, climate-focused asset management strategies, community-wide climate risk assessments, and capacity-building initiatives.

The Plan will include climate resiliency and adaptation planning, taking into account future climate models and an understanding of the future effects of a changing climate. Actions in the Action List will include adaptation indicators or ratings to demonstrate which mitigation measures have adaptation benefits and vice-versa. The Plan will explore how natural asset management practices can be more integrated into the community and District operations. Further, the Plan will include recommendations on how to preserve natural systems, tree canopy, habitat corridors as well as other ecosystem services that allow for lower impact development and retention of natural climate adaption supports.

5. Financial, resourcing, and economic analysis

The Plan will include analysis of the financial and resource implications associated with implementation, demonstrated through scenario modelling. This analysis will identify costs and timelines associated with each action and provide recommendations on any ordering of actions needed to meet the pace and scale of reductions required. As part of this work, there may be additional cost analysis done to compare cost of each action versus the potential cost of inaction and associated risks.

The analysis will be framed in a way that compares the financial impacts of actions with their emissions reduction potential, should be accessible to a variety of audiences, and should be clearly visualized. The Plan will also consider the economic implications of the Plan's

community actions and include details on how implementation can influence and support the local economy (i.e., job creation, affordability, and equity considerations, etc.).

2.2.5 CPP #35 Community Climate Action Plan Deliverables

1. **Baseline Report**

To understand the district's current status and progress to date, a baseline report, with some high-level analysis of the district's GHG emissions inventory will be an early deliverable of the project. The Baseline Report will also need to consider existing and draft plans and policies of regional, provincial, and federal governments, and understand how these will impact the district's emissions.

2. **Scenario Modelling and targets**

This analysis will build off of the GHG emissions modelling that is in process as part of the 2025 OCP and Zoning Bylaw Review. The scenarios will visually show pathways to 2050 and an interim targets identified. The analysis will also identify key milestones or interim targets, as well as sector-specific targets, if applicable.

3. **Community Engagement and Communications Plan**

Early in the process, a community engagement and communication plan will be developed and shared with Council. This document will outline planned engagement activities, staff resourcing, communications materials and platforms, as well as key audiences. The Community Engagement and Communications Plan will identify 3 rounds of engagement and all planned updates to Council.

4. **"What We Heard" Report/Engagement Summary**

Following each round of community engagement, a summary report detailing activities and feedback received will be developed and shared on the project website and with Council.

5. **Draft Actions Table**

Draft actions will be developed for public feedback, input from Council and further refinement ahead of the delivery of the complete draft plan. The action list will be presented as a large table, with actions categorized and assigned prioritization, resourcing requirements, high-level costing, and risks of inaction. Actions will be grouped into categories that may represent "big move" areas or similar groupings.

Each action will, at minimum, also be evaluated for climate change adaptation co-benefits. Adaptation measures may be given more focus, depending on if the project is a recipient of adaptation-specific funding.

6. **Draft Plan**

The Draft Plan will be prepared ahead of a final round of community and Council engagement and should include all the key elements of the final plan, including:

- A detailed analysis of current conditions and how we got here (baseline)
- Specific, measurable, and achievable targets for climate action in the district
- Visual representation of a "pathway to zero" and timeline for action
- A final list of prioritized actions
- Financial analysis of implementation and recommended funding sources
- A summary of how the community participated in the development of the Plan

7. **Final Plan**

To be presented to Council for adoption ahead of implementation.

2.2.6 CPP #36 and #35 Outcomes and Expectations

Climate action supports healthy, inclusive, and resilient communities. Both the Corporate Climate Action Plan and the Community Climate Action Plan will contribute to staff and the community's increased understanding of the implications of climate change and the importance of climate action for the long-term sustainability of the District of Oak Bay.

Staff expect that work conditions and existing projects are not unduly disrupted by the development or implementation of the Corporate Climate Action Plan. It is expected that the District will engage meaningful and respectfully during the development of the Community Climate Action Plan.

2.3 OUT-OF-SCOPE

The following items are out-of-scope:

- Development of Corporate and Community GHG inventories (this work is already underway)
- Purchase of new fleet vehicles or equipment
- Updating the Vision and Goals of the OCP

2.4 ASSUMPTIONS

The following assumptions have been made:

1. All recommendations and strategies will be generally aligned with the vision and goals of the Official Community Plan and Council Priorities Plan
 - a. The project may contemplate or recommend changes to existing bylaws, plans, policies, and strategies which would lead to a separate and future process in bringing bylaw amendments or other changes forward for Council consideration.

3 Project Resources

3.1 PROJECT ESTIMATED COSTS

The project estimated costs have not changed from when they were previously shared with Council on February 10, 2025. However, the EV-Ready Fleet Plan was originally scoped as a separate project from the Corporate Climate Action Plan. Staff are now recommending that these two projects be combined to lessen the administrative burden and recognizing that emissions from fleet vehicles are an important consideration when looking at overall emissions from municipal operations, making the two projects highly integrated. The addition of the estimated cost for the EV-Ready Plan (\$15,000) has been added to the total cost of the Corporate Climate Action plan and is captured in the figure below.

Description	2025 (\$)	2026 (\$)	2027 (\$)	Account	Expense Type*
Corporate Climate Action Plan (including EV-Ready Fleet Plan)	\$50,000	\$25,000		10-2-29201-5907	Capital Project - one-time
Community Climate Action Plan		\$100,000	\$25,000	10-2-29201-5907	Capital Project - one-time

* Expense Type Options

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- a. *Capital Program (annual, ongoing)*
- b. *Capital Project (one time or infrequent)*
- c. *Operating Program (annual ongoing)*
- d. *Operating Project (one time or infrequent)*

3.2 GOODS AND SERVICES PROCUREMENT

Goods and Services to be Procured	Due Date
For CPP #36 - Corporate Climate Action Plan: A primary energy and emission specialist consultant will be sought with the potential for sub consultants to be considered, sub consultants may include the following categories: <ul style="list-style-type: none">• Electrical engineering• Electric vehicles and/or fleet specialists• Staff engagement	July 2025
For CPP #35 - Community Climate Action Plan: A primary planning or energy and emissions specialist consultant will be sought with the potential for sub consultants to be considered, sub consultants may include the following categories: <ul style="list-style-type: none">• Community and/or First Nations engagement• GHG modelling	February 2025

4 Project Deliverables and Milestones

4.1 MILESTONES

CPP #36 - Corporate Climate Action Plan Deliverables/ Milestones	Description	Target Date	Responsible Individual/Consultant
Procurement of Consultant	RFP, evaluation of bid, selection of proponent	May - July 2025	Sr Planner - Climate Action with support from Deputy Director Community Building and Planning Services, Procurement Specialist
Phase 1 - Project Initiation	Finalize work plan, prepare launch Project Steering Committee, plan staff engagement	August - September 2025 September: Prepare to launch Project Steering Committee in early September	Consultant, Sr Planner - Climate Action with support from Deputy Director Community Building and Planning Services
Phase 2 - Baseline report and staff engagement	Baseline report, determining GHG reduction targets and pathways, Staff engagement Round 1	October - December 2025 October: Round 1 of staff engagement	Consultant, Sr Planner - Climate Action and Deputy Director Community Building and Planning Services, Project Steering Committee,
Phase 3 - Draft Corporate Climate Action Plan and Refinement	EV-Ready Fleet Plan, Develop actions and policy recommendations, draft plan, Staff engagement Round 2	January - March 2026 January: Completion of EV-Ready Fleet Plan February: Round 2 staff engagement	Council, Consultant, Sr Planner - Climate Action and Deputy Director Community Building and Planning Services, Project Steering Committee
Phase 4 - Corporate Climate Action Plan Finalization and Adoption	Finalize Plan and present to Council	April - May 2026 April: Draft Plan to Council May: Final Plan and	Council, Consultant, Sr Planner - Climate Action and Deputy Director Community Building and Planning Services

DISTRICT OF OAK BAY Corporate Climate Action Plan & Community Climate Action Plan Council Project Sign-Off (Project Initiation)

		Council Report	
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CPP #35 - Community Climate Action Plan Deliverables/ Milestones	Description	Target Date	Responsible Individual/Consultant
Procurement of Consultant	RFP, evaluation of bid, selection of proponent	December 2025 - February 2026	Sr Planner - Climate Action and Deputy Director Community Building and Planning Services, Procurement Specialist
Phase 1 - Project Initiation	Baseline report, Community engagement and Communications Plan, Set up regular team meetings, Prepare for Phase 2	March - May 2026 April: Delivery of Community Engagement and Communications Plan May: Report to Council	Consultant, Sr Planner - Climate Action with support from Deputy Director Community Building and Planning Services, Communications department
Phase 2 - Community Climate Action Plan Vision and Framework	Scenario modelling, targets, and vision, First round of community engagement, First “what we heard” report, First report to Council	June - August 2026 June: First round of community engagement August: Report to Council	Consultant, Sr Planner - Climate Action with support from Deputy Director Community Building and Planning Services, Communications department
Phase 3 - Draft Community Climate Action Plan and Refinement	Development of action list (Phase 2 and 3), Financial Analysis, adaptation scope, Second and third round of community engagement (September and December), Second and third “What we Heard” reports, second report to Council	September - December 2026 September: Second round of community engagement October: “What we Heard,” Report to Council	Consultant, Sr Planner - Climate Action with support from Deputy Director Community Building and Planning Services, Communications department

		December 2027: Third round of community engagement	
Phase 4 - Community Climate Action Plan Finalization and Adoption	Refinement and finalization of the Plan	January - March 2027 January 2027: “What we Heard,” Report to Council, Draft Report to Council March 2027: Final Report to Council	Consultant, Sr Planner - Climate Action with support from Deputy Director Community Building and Planning Services

4.2 COUNCIL DECISION POINTS

Council can expect the following decision points for CPP #36 and CPP #35:

CPP #36 - Corporate Climate Action Plan

- May 5, 2025: Initial Staff Report with Project Sign Off
- January 2026: Final EV-Ready Fleet Plan
- May 2026: Delivery of CPP #36 - Corporate Climate Action Final Plan

CPP #35 - Community Climate Action Plan

- May 5, 2025: Initial Staff Report with Project Sign-Off
- April 2026: Community Engagement and Communications Plan
- August 2026: First Community Engagement Summary report, project update
- October 2026: Second Community Engagement Summary report, project update
- January 2027: Third Community Engagement Summary report, Draft Plan
- March 2027: Delivery of CPP #35 - Community Climate Action Final Plan

5 Communication & Engagement Considerations

5.1 INTERNAL & EXTERNAL STAKEHOLDERS

This project will involve the development and administration of a public engagement and communications plan that includes a meaningful level of engagement with the community, local partners, stakeholders, District staff, and Council to achieve the project objectives and deliverables. Specific key messages and approached to engagement will be determined in conjunction with the successful proponents of the request for proposal process.

External - Only CPP #35 - Community Climate Action Plan

This project shall consider and plan for engagement at each phase of the project at varying scales of the IAP2 spectrum including but not limited to the following:

- First Nations including the Songhees and Esquimalt Nations will be sent a letter with information on the project asking whether and how they would like to participate or receive information and updates throughout the duration of the project.
- Local residents, people who work, shop, or recreate in Oak Bay will be encouraged to participate in the engagement activities. Special efforts will be made to reach those who are traditionally underrepresented in engagement processes including people of diverse backgrounds, ages, income levels, experiences, demographics, and abilities.
- Local stakeholders may include but are not limited to the Capital Regional District, City of Victoria, District of Saanich, School District No. 61, and Island Health Authority.
- Community interest groups which may include, but are not limited to: the Bowker Creek Initiative, Oak Bay Climate Force, Oak Bay Business Improvement Association, Urban Development Institute, Chamber of Commerce, and community neighbourhood associations.

Internal - CPP #35 - Community Climate Action Plan

A core project team will be formed with representatives from the CB&P Department and the consultants. Other staff will be brought in to provide additional expertise or perspective from their speciality areas.

Key internal stakeholders will include, but will not be limited to:

- Council (governance role and decision makers)
- CAO
- Community Building and Planning Staff
- Corporate Services and Communications Staff
- Strategic Initiatives Staff
- Finance Staff
- Emergency Services Staff
- Engineering and Public Works Staff
- Parks, Recreation and Culture Department Staff

Internal - CPP #36 - Corporate Climate Action Plan

It is expected that a larger Steering Committee will be assembled as part of the Corporate Climate Action Plan because actions identified may have a direct impact on work areas including, but not limited to, the following:

- Community Building and Planning Staff
- Finance Staff
- Emergency Services Staff
- Engineering and Public Works Staff
- Parks, Recreation and Culture Department Staff

The Steering Committee will help the consultant and the Sr Planner - Climate Action better understand the operational opportunities and challenges associated with each proposed action. Additionally, the Steering Committee will support departmental level staff engagement in the planning process.

5.2 ENGAGEMENT AND COMMUNICATIONS PLAN

☒ Inform

☒ Consult

☒ Involve

☐ Collaborate

The Community Engagement and Communications Plan for CPP #35 - Community Climate Action Plan will be developed during Phase 1 of the project by the Project Team and selected consultant(s).

The Engagement and Communications plan will identify objectives, key messages, public participation goal, promise to the public, identify which decisions that public can influence directly or indirectly, identify initial list of stakeholders, approach to engagement both online and offline, (techniques, date range, intent, and associated tools), deliverables, and measures for success.

The following high-level timeframes and focus areas have been identified for community engagement during the plan:

- First round of community engagement - June 2026: Focus on vision, targets, new ideas
- Second round of community engagement - September 2026: Focus on draft action list and prioritization
- Third round of community engagement - December 2026: Focus on draft plan and refinement

6 Operational Impacts

6.1 SERVICE IMPACT

Service Impact	Yes	No	Notes
Existing Service Supported?	Y		The development of recommendations and implementation of the Climate Action Plans will have potential to change and improve existing services.
Existing Service Enhanced?	Y		
New Service Created?		N	It is not expected that this planning process will result in the initiation of a new service

7 Evaluation

7.1 SUCCESS CRITERIA

Successful completion of the Corporate and Community Climate Action Plans will result in a realistic, clear, and timely approach to climate action in Oak Bay, including the creation of a list of actions that is informed by science as well as supported by all levels of leadership and the community. The success of the Plans will ultimately be measured by corporate and community GHG emissions reductions, continued community and staff engagement in climate action, and the health and resilience of Oak Bay through future impacts of a changing climate.