



CLIMATE CHANGE ACTION COMMITTEE MEETING

October 8, 2019 at 5:30 p.m.

Location: *Council Chambers*
2205 Otter Point Road, Sooke, BC

AGENDA

ITEM	Page #
1. Call to Order	
2. First Nation Recognition	
3. Approval of Agenda	
4. Approval of Minutes THAT the Committee approve the minutes from the August 20, 2019 meeting.	1
5. Delegations 5.1. Small Farming and Food Security – Councillor St-Pierre and Kyle Topelko	
6. Public Question and Comment Period	
7. Unfinished Business 7.1. CCAC Workshop Overview 7.2. CCAC Terms of Reference	6
8. New Business 8.1. Council Strategic Plan Overview 8.2. 2019 UBCM Resolutions related to Climate Change and the Environment	8
9. Next Meeting	
10. Adjournment	



MEETING MINUTES

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Committee:	Climate Change Action Committee			
Date:	August 20, 2019	Location:	Council Chambers	Call to Order: 5:30 p.m.

Attendees: (P=present, E=excused, A=absent)			
Councillor Tony St-Pierre, Chair	P	Diane Bernard	P
Adrienne Wass	P	Eric Nolan	P
Andrew Moore	P	Kyle Topelko	P
Catherine Keogan	P	Roland Alcock	P
Christina Schlattner	P	Susan Clarke	P
Staff:			
Norm McInnis, CAO	P		
Laura Hooper, Head of Parks & Environmental Services	P	Patti Rear, Deputy Corporate Officer (Recorder)	P

1. Call to Order

Councillor St-Pierre called the meeting to order at 5:36 p.m.

2. First Nation Recognition

Acknowledgment that the meeting is being held on the traditional lands of the T'Sou-ke Nation.

3. Approval of Agenda

THAT the agenda for the August 20, 2019 Climate Change Action Committee meeting be approved, as amended:

- Item 8 - "Unfinished Business" to follow Item 5 - "Delegations".
- Add "location for meetings" to Item 8.1

Moved

CK

Carried



4. Approval of Minutes

THAT the minutes from the July 16, 2019 Climate Change Action Committee meeting be approved, as amended:

- Item 8.3 CCAC Action Plan was only an exercise and not a commitment to the initiatives, thus only stated interests of the committee members; staff to make appropriate changes to the minutes and provide to members for review and consensus.

Moved

AW

Carried



5. Delegations

Biochar – Catherine Keogan

Ms. Keogan provided a presentation on Biochar and Pyrolysis. This initiative may capture many of the ideals that have been presented by the committee members as part of the CCAC workplan; it can result in reduction of nitrogen, produce fertilizers, uptake methane, and produce biofuel to replace fossil fuels. Benefits include:

- Biofuel production
- Waste diversion, recycle plastics, yard and agricultural diversion
- Forest and wildfire management
- Other uses include filtration of water, prevention of contamination, commercial product, soil amendments, carbon credits
- Improve air quality
- All in alignment with the OCP and crosses a multitude of different initiatives in respects to climate change action.

Discussion:

- Potential conflict of interest if production within Sooke
- Biosolids from Sooke treatment facility
- Energy source required to initiate reaction
- Amount of carbon offsets that biochar would generate would be approximately three (3) tonnes of carbon sequestered (equivalent to about 30% of initial biomass)
- Provided a pros and cons of potential project
- Suggested CCAC endeavour a visit to Nanaimo when plant there is opened (Woodby, ON just conducted a pilot project in biochar plastics.)

8. Unfinished Business

8.1 2019 CCAC Meeting Schedule

- Need to re-schedule October date as the Council meeting falls on October 15th due to the Thanksgiving holiday.

THAT the meeting for October 2019 be moved from the 3rd Tuesday to the 2nd Tuesday of the month to avoid conflict with the Regular meeting of Council.

Moved

KT

Carried



8.2 Food Security

- Councillor St-Pierre deferred this item to form part of the workshop or workplan discussion.

8.3 From the May 13, 2019 Regular Council meeting:

8.3.1 Air Pollution – Letter from Jean Siemens

THAT the Committee receive this for information.

Moved

KT

Carried



8.4 From the May 13, 2019 Regular Council meeting:				
8.4.1 Compassionate Action Plan				
<i>THAT the Committee receive this for information.</i>	Moved	DB	Carried	✓
8.4.2 Float Home Discussion: Committee to discuss in more detail at the Workshop.				
8.4.3 Climate Action through Public Ridership – Letter from Mayor Lisa Helps <i>THAT the Committee receive this for information.</i>	Moved	DB	Carried	✓
8.4.4. Municipal Community Garbage Collection <i>The Committee recommended THAT this item be included in the committee's workplan</i>	Moved	AM	Carried	✓

6. Public Question and Comment Period

Cheryl Travis – Enquired about where the two garbage businesses that conduct pick up in Sooke dispose of garbage. She has heard that they take it to two different landfills.

7. Reports/Discussion

7.1. CCAC Workshop

Councillor St-Pierre discussed the possibility of having a one-day workshop for the members to aide in the development of a workplan.

Discussion:

- Facilitator; Jackie Larkin has been recommended.
- CS to coordinate and provide costs of facilitator to LH by August 28th to include in the Council report.
- Tentative date for mid-September after budget approved by Council (September 9th Regular Meeting of Council).

The Committee recommends THAT staff be directed to provide a report to Council for September 9, 2019, requesting THAT Council approve a workshop for the CCAC members for the purposes of developing a workplan; AND

Moved

AW

Carried

✓

THAT funding be allocated from Council Contingency in an amount not to exceed \$1,500.				
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7.2. Climate Change Workplan (formerly referred to as Action Plan in the July 16, 2019 minutes)

Councillor St-Pierre spoke to the committee regarding the reason for the change in the name from Action Plan to workplan, explaining the difference between such documentation.

Discussion:

- Options on how to present “catalyst” projects to Council and in what method to move forward with momentum as a committee.
- Initiatives or projects need to align with the OCP, and other District plans.
- CS has researched many action plans from across Canada and the FCM Partners for Climate Protection (PCP) offers a five-point milestone process for LGs to follow including toolkits to develop and initiate an action plan.
- Costs associated with baseline assessment and staff time associated with implementing the parameters of the PCP agreement were estimated to be approximately \$1,000 for the “light” version of the assessment.
- Free facilitation once accepted into the program.

The Committee recommends to Council THAT the District join the Federation of Canadian Municipalities (FCM) as a “Partner for Climate Protection” (PCP); and

THAT the District signatories execute the PCP agreement.

Moved

CS

Carried



7.3. CCAC Terms of Reference

- Norm McInnis, CAO provided a high-level overview of public/community and committee framework.
- Council’s Strategic Plan (CSP) will be adopted shortly and contains three (3) high level goals with 19 objectives, many of which are related to climate change initiatives. The 2020 budget is coming forward in the fall and Council will have to determine a budget for the initiatives identified within the CSP (including the “green lensed” ones) and the Committee’s recommendations.

(AW left the meeting at 7:45 pm)

7.4. Youth Based Climate Action

- Ms. Keogan addressed the Committee regarding an initiative to engage youth in climate change action. She met with Andrew Moore and one of the SD62 School Board trustees, Allison Watson, to initiate the discussion of how our two groups might be aligned on youth-based climate actions. It was a very preliminary discussion and Ms. Watson expressed an interest in being part of a working group relating to youth or school-based initiatives should such a working group be formed in the future.

9. Roundtable

Mr. Nolan estimated that the processing of 5,000 tonnes of biochar per day over 200 days will offset 52,000 tonnes of carbon.

10. Next Meeting

Tuesday, September 17, 2019 at 5:30 p.m. in Council Chambers

11. Adjournment

The meeting was adjourned at 7:59 p.m.

Moved


EN

Carried

✓

Chair

Corporate Officer

	TERMS OF REFERENCE
	Climate Change Action Committee
	Date Adopted: April 23, 2019
Historical Changes: n/a originally adopted April 23, 2019	

Purpose:

The purpose of the Climate Change Action Committee is to **provide advice** to Council and **recommend policies** that will assist the District ~~in achieving its aspiration to achieve a reduction in all carbon emissions by 40-50%, in both corporately and in the community, to be carbon neutral~~ by 2030.

Mandate:

Specific responsibilities of the Committee include, but are not limited to, the following:

- Inspire and sustain community commitment to achieving the District's climate action objectives;
- **Identify** and **provide recommendations** on climate adaptation and mitigation options;
- **Identify opportunities** and **make recommendations** on ways to build local climate action awareness and promote environmental stewardship within the community;
- **Identify opportunities** and **make recommendations** on innovative projects to help achieve carbon neutrality and where appropriate, develop and implement said projects;
- Providing a local perspective on the environment while giving due consideration to the balance between social, environmental and economic aspects;
- To **advise Council** on issues of environmental importance to community partners and stakeholder groups of the community at large;
- **Communicate and develop relationships** with organizations beyond the District of Sooke for the purpose of exchanging ideas, experiences, plans and successes;
- **Provide recommendations and feedback on other climate change issues**, as directed by Council, including environmental bylaws and policies;

Membership:

The membership will consist of up to ten (10) members including:

- One (1) member of Council to serve as Chair, appointed by the Mayor; and
- Nine (9) community representatives appointed by the Council
- ~~Extended invitation to Chief Planes to recommend an appropriate representative of the -T'Sou-~~ke First Nations community as a member of the CCAC-

Term:

Members shall be appointed by Council resolution to a ~~one two~~-year term, ending December 1st of ~~each~~ the second year, except for in a year of a general local election, in which case members' appointments expire on November 1st.

Meetings:

The Committee will meet once a month, ~~on the third Tuesday at 5:30 p.m. the day and time to be as determined by the committee members. No meetings are held during the summer and winter breaks (July, August and December).~~ Special meetings may be held at the call of the Chair. The meeting rules and procedures will be in accordance with the Council Procedure Bylaw.

Staff Support:

The Parks and Environmental Services Department will be the primary contact and will provide, or delegate, the required professional support. The Corporate Services Department will provide secretarial and administrative support.

DRAFT



2019-2022

COUNCIL STRATEGIC PLAN

DISTRICT OF SOOKE





Sooke is a vibrant, dynamic, and welcoming community with a strong connection to nature. We are inevitably facing change through a variety of challenges and opportunities – such as rapid population growth, increased development, and the climate change emergency.

This strategic planning process allowed Council to set broad directions for the District over the next four years. Through facilitated dialogue, we were able to find consensus for a clear guiding framework (this document) that will inform decision-making and priorities throughout Council's current term.

Further to this, an action plan was developed, providing a roadmap to achieve the identified goals and objectives through individual projects and initiatives. This latter process occurred with the aid of staff and input from community stakeholders.

I am very proud to serve as Mayor of Sooke and excited about the progressive direction this Council is taking to build a reputable organization, demonstrate climate leadership, and manage long-term growth. Effective communication is also a top priority of Council, and we welcome feedback as we work to achieve the aspirations of this plan.

Yours Truly,

Maja Tait
Mayor



Vision

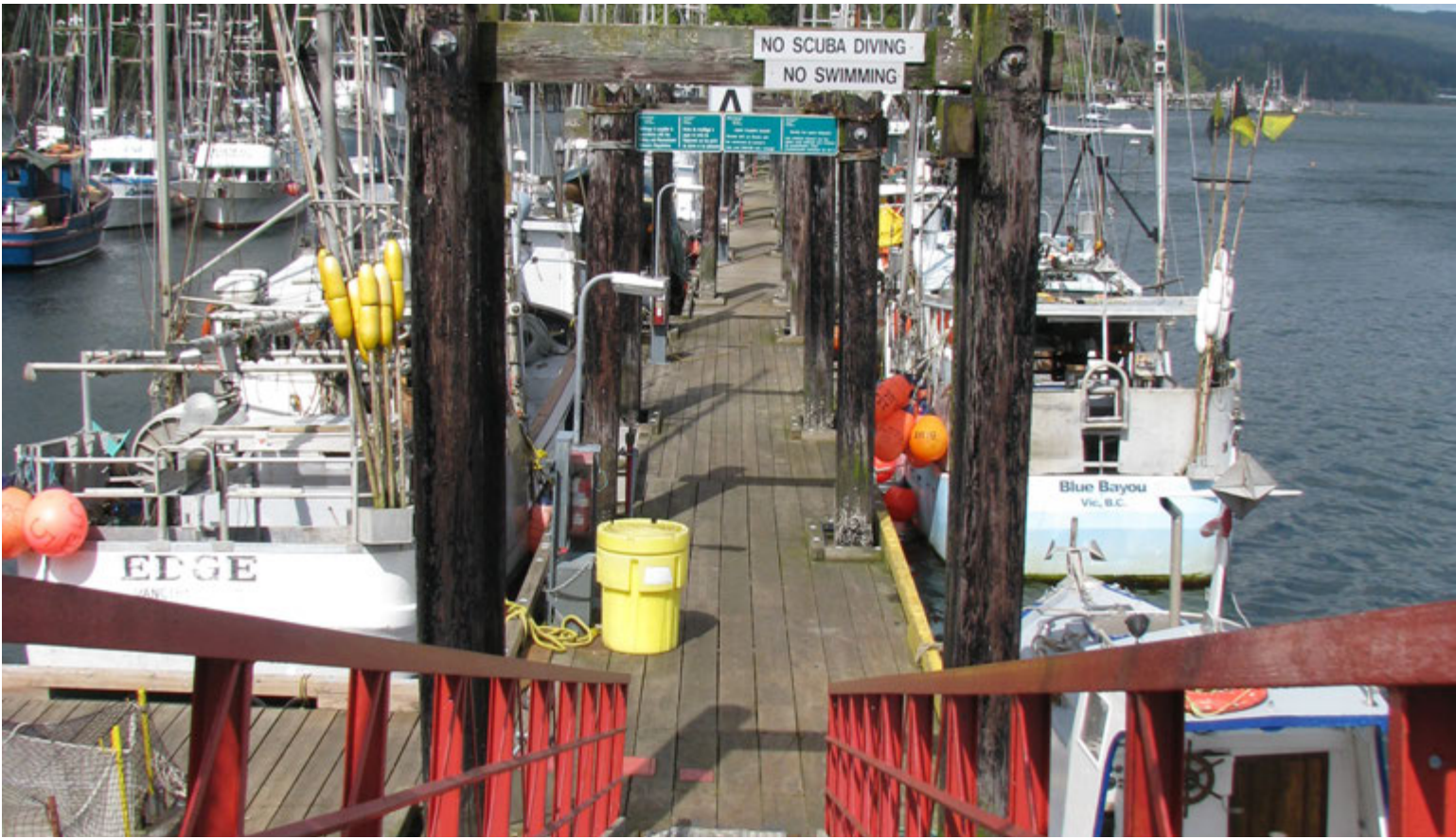
An inclusive, healthy, and self-sufficient community where the rainforest meets the sea.



Mission

The District of Sooke strives to be a compassionate, engaged, and effective organization providing excellent public services to its citizens by:

- ♦ Maintaining our strong sense of identity;
- ♦ Managing our growth for generations to come; and,
- ♦ Making our local economy diverse and resilient.



Core Values & Guiding Principles



Effective Governance

- ◆ Provide accountable, responsive, and connected leadership
- ◆ Maintain effective relationships with our residents, the T'Sou-ke Nation, other orders of government, and community partners and agencies
- ◆ Steward a healthy, respectful organization



Community Well-being & Safety

- ◆ Promote health and well-being of residents and employees
- ◆ Improve the safety and accessibility of roads, trails, and public spaces
- ◆ Strengthen emergency preparedness, access to housing, and food security



Community Vibrancy

- ◆ Enhance quality of life, sense of place, and community pride
- ◆ Champion arts, culture, and recreation
- ◆ Develop sustainable infrastructure and connected neighbourhoods



Core Values & Guiding Principles



Long-term Thinking

- ◆ Consider the costs and benefits to future generations in all decision-making and action
- ◆ Set long-term goals to guide current initiatives and short-term planning



Effective & Consistent Communication

- ◆ Maintain effective communication between Council and staff
- ◆ Use proactive, positive public communication and community engagement



Environmental Leadership

- ◆ Respond to climate change boldly
- ◆ Redefine and implement Sooke Smart Growth
- ◆ Become a leader in ecologically-sustainable corporate practices



Goals



Build a reputable organization.



Demonstrate leadership in climate action.



Manage long-term growth while enhancing community identity, vitality, and safety.

District of Sooke goals for 2019 - 2022

Objectives



Build a reputable organization

- ◆ Complete an organizational development and review process
- ◆ Improve communication and engagement with the public and community partners
- ◆ Strongly advocate together with First Nations, other local governments, and organizations to the provincial and federal governments
- ◆ Continue to manage District assets responsibly with sound financial principles and practices
- ◆ Support programs that enhance Council and staff's health and well-being
- ◆ Support Council and staff with the necessary tools to provide excellent governance and customer service



Demonstrate leadership in climate action

- ◆ Prioritize community and corporate strategies to address the climate emergency
- ◆ Identify and plan for green infrastructure opportunities
- ◆ View municipal decision-making through a 'green' coloured lens
- ◆ Promote food security at individual and community levels
- ◆ Build additional trail infrastructure, connectivity, and amenities
- ◆ Improve community emergency and disaster preparedness



Manage long-term growth while enhancing community identity, vitality, and safety

- ◆ Begin development of a community hub in the town centre
- ◆ Continue to advocate for improved access to health and child care
- ◆ Strengthen local economic development and tourism
- ◆ Undertake public space improvements and beautification projects
- ◆ Develop a regulatory framework to promote more sustainable land use patterns and development practices
- ◆ Continue to address housing affordability and accessibility for all income levels





IMPLEMENTATION

This Strategic Plan is intended to guide the District of Sooke's work through the next three years and beyond. To keep it current and reflective of emerging priorities, the District intends to review and update it annually.

The established Goals and Objectives inform a living, breathing internal Action Plan from which subsequent detailed work plans can be developed at the staff level. For each objective, the Action Plan identifies intended actions – including roles, indicators of success, and projected timing.

MONITORING & EVALUATION

The District will report on action taken and use a set of indicators to assess progress toward achieving the goals and objectives outlined in this Council Strategic Plan. As noted, the Action Plan will identify key indicators of success for each objective.

Schedule:

Now
Next
Later

APPENDIX A - ACTION PLAN

COUNCIL STRATEGIC PLAN

Goal #1: Build a reputable organization

Note: Council has determined the top two objectives for each of the three Goals. Later in 2019, the Next objectives will be identified.

#	OBJECTIVE / ACTION	LEAD	PARTNERS & FUNDING	INDICATORS OF SUCCESS	YEAR(S)
1.1	Complete an organizational development and review process				
1.1.1	Conduct an organizational review with a focus on achieving Council priorities				
1.1.2	Re-examine Council and COW meeting structure				
1.1.3	Prepare for CUPE collective agreement bargaining				
1.2	Support Council and staff with the necessary tools to provide excellent governance and customer service				
1.2.1	Hire a new Chief Administrative Officer (CAO)				
1.2.2	Hire a Chief Municipal Engineer				
1.2.3	Improve efficiency and staffing capacity of the Building Permit department				
1.2.4	Creation of new Council Procedure Bylaw				
1.2.5	Create/Update DoS Policy Framework				
1.2.6	Update and modernize Business Licence Bylaw and Policies				
1.2.7	Creation of bylaws for cannabis production and retail				
1.2.8	More consistent, even-handed application of bylaws and policies				
1.2.9	Improve records management program/plan				
1.3	Strongly advocate together with First Nations, other local governments, and organizations, to the provincial and federal governments				
1.3.1	Ensure Council and staff are supported to attend working groups (FCM, UBCM, etc)				
1.3.2	Encourage Council and staff participation in professional organizations				
1.3.3	More effective collaboration, support and joint ventures with local service and community groups				

#	OBJECTIVE / ACTION	LEAD	PARTNERS & FUNDING	INDICATORS OF SUCCESS	YEAR(S)
1.4	Improve communication and engagement with the public and community partners				
1.4.1	Work with T'Sou-ke Nation to identify and plan mutually beneficial initiatives				
1.4.2	Build capacity for facilitation development within the community groups				
1.4.3	Develop an internal and external communication strategy				
1.4.4	Establish a Communications staff position				
1.4.5	Undertake high-level staff and Council communications training				
1.4.6	Improve website and other communication tools				
1.5	Continue to manage District assets responsibly with sound financial principles and practices				
1.5.1	Execute Five-Year Road Improvement Program				
1.5.2	Expand sidewalk network starting with West Coast Road (Otter Point to Whiffin Spit)				
1.5.3	Improvements to wastewater treatment system (new centrifuge, ongoing system improvements, manhole inspections, safety grating, upgraded pump stations)				
1.5.4	Focus on short and long-term Asset Management planning and prioritization				
1.5.5	Continued expansion of District's Geographic Information System (GIS), including public web maps and an inventory of natural capital assets				
1.5.6	Begin annual Five-Year Financial Plan process in the fall each year				
1.6	Support programs that enhance Council and staff's health and wellbeing				

Goal #2: Demonstrate leadership in climate action

#	OBJECTIVE / ACTION	LEAD	PARTNERS & FUNDING	INDICATORS OF SUCCESS	YEAR(S)
2.1	Prioritize community and corporate strategies to address the climate emergency				
2.1.1	Develop Climate Change Adaptation and Mitigation Strategies				
2.1.2	Develop and continue to implement a set of green corporate practices				
2.1.3	Reinstate Climate Change Action Committee				
	Implement a citizen “call to action” for the climate emergency				
2.2	Improve community emergency and disaster preparedness				
2.2.1	Promote Volunteer Fire Department acquisition and retention through the paid on-call system				
2.2.2	Continue and expand the neighbourhood POD system				
2.2.3	Require use of FireSmart principles in development applications				
2.3	Build additional trail infrastructure, connectivity, and amenities				
2.3.1	Develop a Parks & Trails Master Plan				
2.3.2	Develop a Transportation Master Plan and revisit core bypass routes				
2.3.3	Completion of Little River bridge and trail connections				
2.3.4	Ongoing Parks & Recreation capital construction (staircases, bathrooms, water access, transit stops)				
2.3.5	Identify location(s) and establishment of dog park(s)				
2.3.6	Continue to advocate for expanded public transit				
2.4	View municipal decision-making through a ‘green’ lens				
2.4.1	Community energy - <i>Expand Solar City</i> to rest of Sooke				
2.4.2	Advocate for sustainable fishing and marine harvesting				
2.4.3	Explore options for implementation of the BC Energy Step Code				
2.5	Promote food security at individual and community levels				

#	OBJECTIVE / ACTION	LEAD	PARTNERS & FUNDING	INDICATORS OF SUCCESS	YEAR(S)
2.6	Identify and plan for green infrastructure opportunities				
2.6.1	Reinvigorate the Liquid Waste Management Plans				
2.6.2	Develop a Solid Waste Management Strategy				

Goal #3: Manage long-term growth while enhancing community identity, vitality, and safety

#	OBJECTIVE / ACTION	LEAD	PARTNERS & FUNDING	INDICATORS OF SUCCESS	YEAR(S)
3.1	Begin development of a community hub in the town centre				
3.1.1	Facilitate phase development of Lot A through planning, partnerships, and advocacy				
3.2	Develop a regulatory framework to promote more sustainable land use patterns and development practices				
3.2.1	Develop a new Official Community Plan				
3.2.2	Update and develop related District bylaws and policies to be consistent with the Council Strategic Plan and Official Community Plan				
3.3	Continue to advocate for improved access to health and child care				
3.3.1	Support the completion of the primary health centre expansion				
3.3.2	Support work on the development of a regional health centre				
3.3.3	Work with partners to improve access to health care in Sooke				
3.3.4	Childcare Needs Assessment study as prelude to expansion of childcare spaces				
3.4	Strengthen local economic development and tourism				
3.4.1	Expand staff capacity for local economic development				
3.4.2	Develop a Local Economic Development Strategy				
3.4.3	Secure Municipal and Regional Development Tax (aka Hotel Tax) funds to launch full-scale destination marketing for the Sooke region				
3.5	Undertake public space improvements and beautification projects				
3.5.1	Enact and advocate for the recommendations of the SPA committee				
3.5.2	Create signage in the community to recognize First Nation territories, language, and place names				
3.5.3	Improve community gateway on Highway 14				
3.5.4	Create more accessible drinking water fountains				

#	OBJECTIVE / ACTION	LEAD	PARTNERS & FUNDING	INDICATORS OF SUCCESS	YEAR(S)
3.6	Continue to address housing affordability and accessibility for all income levels				
3.6.1	Complete Housing Needs Assessment				
3.6.2	Advocate for and facilitate housing pilot projects for a range of incomes				
3.6.3	Re-establish the Housing committee				