



**Climate Change Committee Meeting**  
**Tuesday, March 3, 2020 at 1:00 p.m.**  
**Location: Council Chambers**  
**2225 Otter Point Road, Sooke, BC**

**AGENDA**

ITEM		Page #
1. Call to Order		
2. First Nation Recognition		
3. Approval of the Agenda	THAT the committee approve the March 3, 2020, meeting agenda, as circulated.	
4. Adoption of Minutes	THAT the committee approve the minutes from the January 21, 2020 meeting.	1
5. Public Question and Comment Period		
6. Reports		
6.1. CAC Work Plan	<ul style="list-style-type: none"><li>Review and discuss the Climate Action Committee Work Plan.</li><li>Finalize comments and approve.</li></ul>	5
	THAT the Climate Action Committee accept the suggested changes and approve the Climate Action Committee Work Plan.	
	AND THAT the report be forwarded to the next Regular Council meeting for endorsement.	
6.2. Sub-Committee Report	<ul style="list-style-type: none"><li>Discussion on process of sub-committee reporting back to the Climate Action Committee.</li></ul>	21
	THAT the Climate Action Committee endorse the Sub-Committee Report as the method of reporting back to the committee.	
6.3. Reporting Process	<ul style="list-style-type: none"><li>Review and discuss.</li></ul>	23
	THAT the Climate Action Committee receive the reporting process diagram for information.	

**6.4. Filling Vacancies – Verbal Update**

**6.5. Outstanding Items – Verbal Update**

- Next steps for review

**7. New Business**

**8. Next Meeting**

**9. Adjournment**



## COMMITTEE MEETING MINUTES

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<b>Committee:</b>	Climate Action Committee (CAC)			
<b>Date:</b>	January 21, 2020	<b>Location:</b>	Council Chambers	<b>Call to Order:</b> 5:30 p.m.

<b>Attendees:</b> (P=present, E=excused, A=absent)			
Councillor Tony St-Pierre, Chair	P	Diane Bernard	P
Roland Alcock	P	Eric Nolan	A
Andrew Moore	A	Kyle Topelko	P
Catherine Keogan	A	Susan Clarke	P
Christina Schlattner	P		
<b>Staff:</b>			
Patti Rear, Deputy Corporate Officer	P	Jennifer Royer-Collard, Corporate Services (Recorder)	P

<b>1.</b>	<b>Call to Order</b>
<p>The meeting was called to order by Councillor St-Pierre at 5:30 p.m.</p> <p>Councillor St-Pierre advised the Jennifer Royer-Collard will be taking over the role of recorder for the committee from Patti Rear.</p>	

<b>2.</b>	<b>First Nation Recognition</b>
<p>Councillor St-Pierre acknowledge the T'Sou-ke Nation upon whose territory the committee if meeting.</p>	

<b>3.</b>	<b>Approval of Agenda</b>	<b>Moved</b>	RA	<b>Carried</b>	✓
<p>THAT the agenda for the January 21, 2020, Climate Action Committee meeting, be approved as amended:</p> <ul style="list-style-type: none"><li>• Addition of supplementary information for Item No. 6.1. <i>Template for Sub-Committee Reporting</i>; and</li><li>• Addition of New Business, as Item No. 7.2. <i>Debrief of Transportation Letter</i>.</li></ul>					

## Minutes of the District of Sooke Climate Change Action Committee Meeting - January 21, 2020

<b>4.</b>	<b>Adoption of Minutes</b>	<b>Moved</b>	<b>CS</b>	<b>Carried</b>	<b>✓</b>
<p>THAT the minutes of the December 17, 2019, be adopted as amended:</p> <ul style="list-style-type: none"><li>• In Item No. 5.2. change “Green New Deal Town Hall” to ‘Community Action Workshop’, and insert “included 13 action teams” following September 2019, on page 3 of the minutes.</li></ul>					

<b>5.</b>	<b>Public Question and Comment Period</b>
There were no questions or comments provided.	

<b>6.1</b>	<b>Unfinished Business: 2019-21 Draft CAC Action/Strat Plan</b>
<p>The 2019-2021 District of Sooke Climate Action Committee Work Plan has been drafted and requires a final review from the committee members, prior to being presented to Council for endorsement at a Committee of the Whole meeting.</p> <p>Patti Rear will complete any final edits, requesting all committee member review the document and provide suggested changes no later than January 31, 2020. The next steps area as follows:</p> <ul style="list-style-type: none"><li>• The final version will be brought to the next committee meeting for final approval.</li><li>• The committee will designate a presenter.</li><li>• Staff will draft a report with all applicable information/ details and attach the Work Plan, for submission to a Committee of the Whole (COW) meeting agenda.</li><li>• Council will receive the Work Plan for information and provide direction to Council.</li><li>• At the next Regular Council meeting, following the COW meeting, Council will endorse the Work Plan and provide direction to the committee.</li><li>• Staff will provide the direction from Council at the next committee meeting following the Regular Council meeting.</li></ul> <p>There was a discussion around sub-committee reporting structure and it was decided that the supplementary information provided, template for sub-committee reporting, would be utilized moving forward. Which will require each sub-committee to report back to the Climate Action Committee with their recommendations which will be discussed at a committee meeting.</p>	

## Minutes of the District of Sooke Climate Change Action Committee Meeting - January 21, 2020

7.1	Report: Council Resolution-December 9, 2019				
<p>The committee discussed the resolution from Council, requesting the examination of best practices in the community regarding managing local retail plastic polluting. The following were highlights from the conversation:</p> <ul style="list-style-type: none"><li>• Investigation into Capital Regional District (CRD) waste management policies and strategies should be included in the review.</li><li>• An analysis of opportunities for plastic disposal/ recycling in Sooke should be included.</li><li>• Local business should be commended for undertaking the removal of single-use plastic check out bags.</li><li>• Concerns that there is a lack of support at the municipal level to implement actionable change. If feasible options can be located, it would be easier to encourage change.</li></ul>					
THAT the Education and Engagement sub-committee complete a fact-finding report on various community retail plastic waste management and report back to the Climate Action Committee with potential recommendations.		Moved	CS	Carried	✓

7.2	<b>Report: Debrief of Transportation Letter</b>
<p>There was a letter drafted from the Transportation sub-committee that was sent directly to the Mayor for authorization and submission and was not received by all members of the committee. This cross-jurisdictional multi ministries letter included various recommendations and was unfortunately not approved for distribution. The committee agreed that this was a learning opportunity to understand the process of moving business from the committee level and will strive to improve communication moving forward.</p>	

8.	Roundtable & 2020 Visioning Exercise
A roundtable discussion ensued regarding the 2019 achievements of the committee and goals for the upcoming year.	

9.	Action Items for Next Meeting
<p>The following items have been requested to be on the next Climate Action Change Committee meeting:</p> <ul style="list-style-type: none"><li>• Review of Template for Sub-Committee Reporting.</li><li>• Reporting from each sub-committee (Food Security, Transportation, Engagement &amp; Education and Sustainable Land Use &amp; Development).</li><li>• Diagram of process for committee reporting to Council.</li><li>• Climate Action Committee Action Plan (final review).</li></ul>	

**Minutes of the District of Sooke Climate Change Action Committee Meeting - January 21, 2020**

<b>7.</b>	<b>Next Meeting</b>
The next meeting is scheduled for February 18, 2020, at 5:30 p.m.	

<b>8.</b>	<b>Adjournment</b>	<b>Moved</b>		<b>Carried</b>	<input checked="" type="checkbox"/>
THAT the January 21, 2020, Climate Action Committee meeting be adjourned at 7:50 p.m.					

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Chair

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Recorder

2019-2021

District of Sooke  
Climate Action Committee ~~CAC Work Plan~~  
Work Plan



# Planning Outcomes from CAC Workshop

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    a. Housing Affordability ..... 9

    b. Building Energy Efficiency ..... 9

    c. Forest Management ..... 9

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## Attendees

### CAC Members:

Councillor Tony St-Pierre  
Roland Alcock  
Susan Clarke  
Catherine Keogan  
Andrew Moore  
Christina Schlattner  
Kyle Topelko  
Adrienne Wass

### District Staff:

Norm McInnis, CAO  
Laura Hooper, Head of Parks & Environment Services  
Patti Rear, Deputy Corporate Officer

**Absent:** Diane Bernard

**Facilitator:** Jackie Larkin

*District of Sooke Climate Action Committee Work Plan*

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Eric Nolan

## Planning Outcomes from CAC Workshop

- Begin to identify and appreciate our strengths and skills
- Share basic practices for dealing with climate grief and uncertainty
- Draft guidelines/simple rules for working together
- Articulate vision and priority goals for CAC for 2019-21 (consistent with District Strategic Plan and Terms of Reference of CAC)

**Commented [PR1]:** Added by Christina

**Commented [PR2]:** Added by Christina

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**Commented [PR3]:** Councillor St-Pierre would like this left in.

## Notes on what we've learned about how to communicate among other CAC members

- listen respectfully to each other
- talk openly about feelings on the climate crisis
- incorporate many views for the best decisions

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## Communicate and work with the community in facilitating climate action

The beginnings of a conversation....

- Identify areas of activities/community groups that can affect multiple objectives or effect systemic change
- Allow District resources to be leveraged by working with these groups
- Find out what these other groups are already doing and determine how the CAC and DoS can assist them
- CAC Emphasize on the community's critical role toward climate adaptation
- Maintain communication with regards to ongoing direction, initiatives, and potential actions for community members
- Maintain credibility by being honest about the crisis

## Guidelines/Simple Rules

**Guidelines/Simple Rules defined:** Action oriented statements about how we will live our values and what we expect of each other.

Together as a team we:

- Lead in service to the District (and its climate action goals) and to the Sooke community.

*District of Sooke Climate Action Committee Work Plan*

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- Focus on clear priorities and shared goals and objectives; identify lynch pins whenever possible.
- Make careful decisions supported by information and data, reflecting objectives with measurable results.
- ~~Hold each other up with empathy, with respect for each other's agency.~~
- ~~Listen and speak with care, with curiosity, respect, openness, non judgement — especially when we have differences.~~
- ~~Participate fully and equitably, bringing forward our skills and capacities.~~
- Welcome diversity of views, seeking common ground and shared values in all aspects of our work.
- Strengthen the Committee with creativity, fun and celebration; take necessary time to balance urgency with the long view that fosters proactive rather than reactive responses.

## CAC Goals and Objectives - Overview

Overview of process: Committee members and staff engaged in a visioning activity to identify key areas of focus for the committee over the next two years (within the framework of the Council Strategic Plan and Terms of Reference of the Committee). From this process members identified four areas of focus:

1. Food Security
2. Transportation
3. Engagement and Education on Climate Change
4. Sustainable Development and Land Use

Commented [PR4]: Added by Christina

**Goals and objectives were then developed** in these four areas, focusing on development of **SMART objectives** (Specific, Measurable, Achievable, Relevant and Time Specific) over several Committee meetings. For each 'Area of Focus' "Working Groups" were created and further criteria established for them, including terms and reporting format requirements.

Further considerations/criteria (some of which overlap with SMART objectives) include:

- Does it mitigate and adapt?
- Does it fall within the TOR?
- Is it achievable? Does it have a limitation in respect to resources?
- Will it capture community engagement?
- Is there risk? What are they?
- Is it measurable?
- Is it the right time or time specific (ie: can it be done within 2 years)?

*District of Sooke Climate Action Committee Work Plan*

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## CAC Working Group Terms

- The working group has a specific Area of Focus (Transportation, Food Security, Education & Engagement, Development and Land Use)
- Working groups will connect and collaborate with other groups in the community with relevant or similar mandates.
- Work groups will develop an action plan and present it to the CAC.
- Work produced by a working group will be brought forward to the CAC for review and approval before being sent to Council for adoption.
- Other tasks delegated by Council will take priority over the internal working group action plans.

## Reporting Format Checklist (a template to be established)

- Use SMART principles in recommendations to council
- Reports/recommendations should include best practices research.
- Science based approach to climate action is to be utilized.
- Recommendations that include both adaptation and mitigation should be considered first.
- Reports/Recommendations should clearly indicate DoS resources in terms of staff time and funding.
- Reports/Recommendations should indicate level of community support to be expected.
- Reports/Recommendations should indicate which jurisdictions are involved: Community, Local Government, Provincial, Federal or other.
- Alignment with OCP, Strategic plan, declarations, and other official documents.
- What is the “ask” from council? Bylaw, staff report, discussion, etc...

## Draft CAC Goals and Objectives for 2019-2021

### AREA of FOCUS – FOOD SECURITY

#### Council Strategic Plan Goal #2: Demonstrate leadership in climate action

- Promote food security at individual and community levels [from Council Strategic Plan 2.5]

#### CAC Goal: Expand Food Security

##### 1. Increase the Number of Small farms by 100%

- 1.1 Amend OCP/zoning/bylaws/building code to allow farm villages or tiny homes.
- 1.2 Identify regulatory barriers to small farm viability and *make recommendations to remove barriers appropriate to different levels of government*
- 1.3 Establish local abattoir
  - i. Explore options throughout South Island to determine strategy
- 1.4 Establish permanent site for farmers' market
- 1.5 Explore sources for new incentives to produce food on farmland including hobby *farms and make recommendations to obtain access to incentives*

**Commented [JL5]:** I have kept the numbering system as simple as possible rather than creating a rolling list of goals and objectives, which starts to get complicated with a table format.

**Commented [JL6]:** And?

##### 2. Increase the number of home gardens in Sooke by X%

- 1.1 Explore grant options for soil to garden.
- 1.2 Collect data to determine current number of home gardens.
- 1.3 Develop and implement marketing campaign *to promote home gardens*
  - i. Produce garden workshops to promote gardens
- 1.4 Increase allotment gardens and other related initiatives

**Commented [JL7]:** Clarify percentage

**Commented [JL8]:** And????

i. Coordinate with Food Community Health Initiative Society

1.5 Research, review and recommend best practices for backyard chicken bylaw (or other animal husbandry: rabbits, bees)

1.6 Identify and augment food growing in public spaces. Identify options.

i. Inventory possible locations.

1.7 Encourage planting fruit and nut trees through grant applications.

3. Evaluate benefits/risks of joining CRD Foodland trust; Make recommendations to Council

*Achievability? – explore Min of Agriculture grants*

## AREA of FOCUS – TRANSPORTATION

### Council Strategic Plan Goal #2: Demonstrate leadership in climate action

- Prioritize community and corporate strategies to address the climate emergency [SP 2.1] and
- Build additional trail infrastructure, connectivity and amenities [SP 2.3]

#### 1. CAC Goal -- Increase the numbers of electric vehicles in Sooke

##### 1.1 Determine current number of electric vehicles in Sooke to establish baseline

1.2 Promote EV incentive education through Sooke website page

1.1.1 Track website hits

1.3 Advocate/recommend requirement that new builds be electric vehicle-ready (by-law, development permit or code changes (district or provincial))

1.4 Advocate/recommend requirement that new commercial developments include quick chargers (by-law, development permit or code changes (district or provincial)). Provincial advocacy

1.5 Explore by-law, development permit or code changes to facilitate solar panel charging.

Commented [JL9]: metrics

Commented [JL10]: Clarify metrics for this goal. Possibly through ICBC?

Commented [PR11]: TRANSPORTATION WG:  
(I am saying this again..., I cannot agree with this as the number #1 Goal for the TRANSPORTATION section)  
•it is not about more vehicles; an electric vehicle is still one person in one car & this is not sustainable.  
•It's about encouraging people out of their cars (fossil fuel, electric or otherwise).  
•my suggestion re: focus area of transportation... Council will support a safe, productive efficient move to public transit and other modes of non-vehicle transportation  
•the other points in this section belong with notes/recommendations for the Building Code Review  
•Transportation Team would like to review the Transportation Master Plan

## 2. CAC Goal -- Increase public and quasi-public transportation availability

1.1 Support and promote Sooke-sponsored ride share program in conjunction with Transition Sooke

1.2 Continue to advocate (strongly) for increased frequency of bus service (through Council)

1.3 Advocate to BC transit for small-run buses.

1.4 Continue to develop Park and Ride

1.4.1 Advocate for BC Transit for infrastructure support

1.4.2 Support Sooke initiating

1.5 Increase bike carrying capacity of buses.

1.5.1 Advocate for BC Transit racks

1.5.2 Advocate for lockers infrastructure support

1.6 Organize presentation to BC Transit to promote 2.2, 3.1.1 and 3.1.2

For all above objectives...Metrics: E.g. Ridership data (Vehicle Kilometres Travelled Ministry of Environment) and...?

## 3. Increase active, safe transportation

1.1 Research movement through town to determine if parks are accessible to different parts of town.

1.2 Assess Parks and Trails master plan and determine gaps

1.3 Research best practices for active transportation

1.4 Based on 3.1-3.3 work, make recommendations to Council/staff?

1.5 Develop communications plan to promote and educate residents regarding trails system (in collaboration with CRD) to increase use and tourism.

### Commented [PR12]: TRANSPORTATION WG:

- Hwy 14 expansion & transit improvements provides a window of opportunity to prioritize transportation goals.
- To this end, Council will continue to lobby the appropriate levels of government to:
  - Lobby for dedicated bus lanes
  - Transition to electrified buses & hybrid buses
  - Improve direct bus service to major employment centers: VGH, Dockyard, Langford, downtown
  - Continue strong advocacy for increased frequency of bus service
  - For outside areas, continue strong advocacy for small-run buses
  - Increase bike carrying capacity of buses: racks & locker infrastructure support
- - Park & Ride infrastructure improvements
    - Increase places for bicycles
    - Build appropriate weather protection bike covers,
    - Increase electric outlets for bikes
    - Increase electric outlets for vehicles
    - Create & plan for bicycle paths leading to park & ride areas.
    - Improve bike accessibility from Galloping Goose to new Park & Ride at 17 Mile House

### Commented [PR13]: Added by Christina

Commented [JL14]: What is this specifically. The CAC plays a role or not?

Commented [JL15]: Clarify metrics

### Commented [PR16]: TRANSPORTATION WG:

- - #3 Increase active, safe public transportation
    - Review the "Sustainable Development Strategy for the District of Sooke, 2008"
      - See Strategy #2: Develop a transportation system re: opportunities for non-vehicle transportation & transit use;
    - Work with Transition Sooke:
      - Council to support & fund a Sooke sponsored ride share program

## AREA OF FOCUS -- ENGAGE AND EDUCATE SOOKE COMMUNITY IN CLIMATE ACTION

### Council Strategic Plan Goal #1: Build a reputable organization

- (1.4) Improve communication and engagement with the public and community partners

**Commented [JL17]:** Objectives in this section should be prioritized and greater clarity on metrics required.

### CAC Goal 1 - Engage and Educate Students

1. Deliver educational programs to XXX students by TIME, including measurable results, e.g. decrease in footprint over 2 years
  - 1.1 Develop educational programs and messaging on climate crisis/action for schools' program:
    - (How) Collaborate with DOS, T'Sou-ke First Nations, School District #62 and community groups to determine outcomes/takeaways
    - (Content) Topics could include:
      - Nutrition
        - Plant a garden
        - Wants versus needs
      - How to measure one's own carbon footprints and track it over time
      - Measurable goals for reducing consumption/footprint by 10%
      - Incorporate challenges/competition
      - "own it" = action and power

### CAC Goal 2—Engage and Educate Residents

1. Engage X% or Sooke residents in climate survivor challenge, tracked over a 2-year period.
2. Implement communications outreach vehicles:
  - 1.1 Online communication with residents - weekly, monthly newsletter, column or op ed articles
  - 1.2 'Go for Green' page on District website
  - 1.3 'Random Acts of Green' stories to increased shared knowledge of actions and broader awareness
3. ? Deliver series of education workshop in community focused on "how to": Garden, recycle grey water, rainwater collection, etc. (See Areas of focus #1 and #2 and link workshops to community engagement strategy/education)

**Commented [JL18]:** Define challenge and tracking metrics

**Commented [JL19]:** This was on a yellow sticky but not included in the flip charts objectives. Requires metrics/time

4. For all other CAC objectives, integrate an educational component.

*Achievability?*

- *Andrew – grant possibility*

## AREA of FOCUS – DEVELOPMENT AND LAND USE

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

- (3.6) Continue to address housing affordability and accessibility for all income levels

#### CAC Goal 1 – Increase housing affordability

Support District Council in its work, specifically the implementation of the Affordable Housing Study recommendations

1. Advocate for housing for vulnerable members of the community
2. Initiate and approve new affordable housing, particularly Lot A
3. Advocate for zoning to allow tiny homes and recreational vehicles
4. Advocate for health services to support seniors and special needs communities
5. Advocate to ALC to allow small farms productivity sales

**Commented [JL20]:** CAC work was not detailed in specific objectives. It was a lower priority

#### CAC Goal 2 BUILDING ENERGY EFFICIENCY

### Council Strategic Plan Goal #2: Demonstrate leadership in climate action

- (2.1) Prioritize community and corporate strategies to address the climate emergency

CAC Goal: Increase energy efficiency of existing commercial and residential buildings

1. Decrease natural gas and oil heating consumption by 10%

**Commented [JL21]:** This did not have a high priority indicator

**Commented [JL22]:** How will this be measured in the aggregate of objectives listed?



- 1.1 Promote Fortis, BC Hydro, Provincial and Federal grants and incentives for retrofits, including support for energy audits and promotion of insulation (R value) improvements
  - i. Develop Sooke webpage dedicated to retro fits and energy grants and incentives
- 1.2 Track numbers of retrofits
  - i. Through building permits
- 1.3 Research potential for municipal support through bulk purchasing.
- 1.4 Promote heat pump installation

### **CAC Goal 3 – FOREST MANAGEMENT**

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## Appendix 1 – Detailed Results of First Round Prioritization of Areas of Work (within framework of Council SP)

**Note:** Italic text in 3<sup>rd</sup> column is the wording used by participants emerging from the visioning of successful work two years into the future. This wording should not be taken as objectives. Objectives were developed after the areas of work were prioritized and small groups focused on SMART objectives.

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Participants prioritizing	Priority/ Ranking	Areas for CAC Focus
		<del>Sooke Strategic Plan — Goal #1: Build a reputable organization</del>
<del>2</del>		<del>(1.3) Strongly advocate together with First Nations, other local governments and organizations to the provincial and federal governments:</del> <ul style="list-style-type: none"> <li><del>• Build relationships: work/learn with T'Sou-ke</del></li> <li><del>• Work to restore T'Sou-ke ecology</del></li> <li><del>• Stop developers</del></li> <li><del>• Build community support for new generations.</del></li> </ul>
<del>4</del>	<del>2</del>	<del>1.4 Improve communication and engagement with the public and community partners</del> <ul style="list-style-type: none"> <li><del>• Community engagement and education in climate action</del></li> </ul>
		<del>Sooke Strategic Plan — Goal #2: Demonstrate leadership in climate action</del>
<del>2</del>		<del>2.1 Prioritize community and corporate strategies to address the climate emergency — adaptation/mitigation</del> <ul style="list-style-type: none"> <li><del>• Promote, facilitate enable retrofits in conjunction with BC Hydro</del></li> <li><del>• Implement full step Code. Push Government to update building code</del></li> </ul>
<del>2</del>		<del>2.2: Improve community emergency and disaster preparedness</del> <ul style="list-style-type: none"> <li><del>• Emergency preparedness community pods</del></li> <li><del>• Wildfire mitigation—reduce fuel load. Use wood as a source for another process. Use water abundance to prepare e.g. sprinklers</del></li> </ul>

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4	2	<p>2.3: Build additional trail infrastructure, connectivity and amenities</p> <p><b>Transportation</b></p> <ul style="list-style-type: none"> <li>— Promote, enable, sell, facilitate the uptake of EVs</li> <li>— Improve public transportation —</li> <li>— Buses every 15 minutes; solar powered; free</li> <li>— Walkable, bikeable community — active transportation</li> <li>— 50% reduction in trips</li> <li>— Connections with barriers (increase access)</li> <li>— Green development, specifically more green spaces (parks and trails)</li> </ul>
1		2.4: View municipal decisions through a 'Green' lens
6	1	<p>2.5: Promote food security at individual and community levels</p> <p><b>Food security</b></p> <ul style="list-style-type: none"> <li>— Increase farming and agriculture</li> <li>— Progressive zoning for farmland to allow villages</li> <li>— Connect with neighbours regionally to coordinate food security initiatives</li> <li>— Victory gardens everywhere</li> <li>— Permanent space for farmers' market</li> <li>— Local slaughter options</li> </ul>
2		<p>2.6: Identify and plan for green infrastructure opportunities</p> <ul style="list-style-type: none"> <li>— Waste: Municipal yard waste depot</li> <li>— Burning Ban by laws</li> </ul>
		<del>Sooke Strategic Plan — Goal #3: Manage long term growth while enhancing community identity, vitality and safety</del>
4		<p>3.2 Develop a regulatory framework to promote more sustainable land use patterns and development practices</p> <ul style="list-style-type: none"> <li>— Community forest</li> </ul>

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**Commented [JL23]:** Noting, once again...we did not do any work in this area.

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**Commented [JL24]:** We did not address this area and it received 4 'votes' so should be considered.

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1		<p>3.4 Strengthen local economic development and tourism</p> <ul style="list-style-type: none"> <li>Food festivals: beer, booze and buds; chef competitions</li> <li>ReVolution: large RV park with long term (work) and short term (tourism)</li> <li>Local economy: reduces transportation + green initiatives</li> <li>Push to make Sooke a model destination for sustainability</li> </ul>
3		3.6 Continue to address housing affordability and accessibility for all income levels

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## Sub-Committee Report

To: Climate Action Committee  
From: [insert sub-committee title]  
Date: [insert date written]  
Re: [insert title of report]

### Executive Summary:

*Overview of topic.*

### Background:

*Reference background material, state question to be answered, referral responses, etc. as attachments*

### Analysis:

Specific	Exactly what is being done. Action words (who, what, where, why).	[add info here]
Measurable	Metrics/ data targets. How will you demonstrate and evaluate when goal has been met?	[add info here]
Achievable	Is this within your scope. Possible to accomplish and attainable. Provide exact steps.	[add info here]
Relevant	Makes sense within your function. Creates an improvement. Aligns to objectives?	[add info here]
Time Specific	State when you'll get it done. Date and timeframe.	[add info here]

The following questions should be answered:

- best practices/ research.
- pros and cons and impact or consequences.
- science based approach to climate action is to be utilized.
- include both adaptation and mitigation options.
- indicate District resources (i.e. staff time and funding).
- indicate level of community support to be expected.
- indicate which jurisdictions are involved: Community, Local Government, Provincial, Federal.

### **Strategic Relevance:**

#### **Terms of Reference**

*Please check off all applicable boxes.*

- ☐ Inspire & sustain community commitment to achieving District's climate action objectives.
- ☐ Includes recommendation on climate adaptation & mitigation options.
- ☐ Builds local climate action awareness & promotes environmental stewardship.
- ☐ Innovative project to help achieve carbon neutrality, which the committee can develop and implement.
- ☐ Issue of environmental importance to community partners and stakeholder groups of the community at large.
- ☐ Develops relationships for the purpose of exchanging ideas, experiences, plans and successes.
- ☐ Issue directed by Council for recommendation/ feedback.

#### **Action Plan**

*Please check off all applicable boxes.*

#### **FOOD SECURITY**

- ☐ Increase the number of small-scale farms
- ☐ Increase the number of home gardens in Sooke
- ☐ Evaluation of CRD Foodland's trust

#### **TRANSPORTATION**

- ☐ Increase the number of electric vehicles in Sooke
- ☐ Increase public and quasi-public transportation availability
- ☐ Increase active, safe transportation

#### **ENGAGE & EDUCATE SOOKE COMMUNITY IN CLIMATE ACTION**

- ☐ Engage and educate students
- ☐ Engage and educate residents

#### **DEVELOPMENT & LAND USE**

- ☐ Increase housing affordability
- ☐ Building energy efficiency
- ☐ Forest Management

### **Financial Impacts:**

*Funding sources or implications/ resources*



## Climate Action Committee – Report Process

The below diagram displays the reporting structure, process, of the committee and relationship to Council direction. The reports from the sub-committee will be completed by its membership and presented to the entire committee at a public meeting. Support staff will draft a Council report, utilizing the sub-committee report as an attachment and including the minutes and resolution(s) from the meeting where it was presented.

