



COMMITTEE MEETING MINUTES

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Committee:	Climate Action Committee (CAC)		
Date:	January 21, 2020	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
Roland Alcock	P	Eric Nolan	A
Andrew Moore	A	Kyle Topelko	P
Catherine Keogan	A	Susan Clarke	P
Christina Schlattner	P		
Staff:			
Patti Rear, Deputy Corporate Officer	P	Jennifer Royer-Collard, Corporate Services (Recorder)	P

1.	Call to Order
<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>	

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

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

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4.	Adoption of Minutes	Moved	CS	Carried	✓
THAT the minutes of the December 17, 2019, be adopted as amended: <ul style="list-style-type: none">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.					

5.	Public Question and Comment Period
There were no questions or comments provided.	

6.1	Unfinished Business: 2019-21 Draft CAC Action/Strat Plan
<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">The final version will be brought to the next committee meeting for final approval.The committee will designate a presenter.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.Council will receive the Work Plan for information and provide direction to Council.At the next Regular Council meeting, following the COW meeting, Council will endorse the Work Plan and provide direction to the committee.Staff will provide the direction from Council at the next committee meeting following the Regular Council meeting. <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>	

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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"> • Investigation into Capital Regional District (CRD) waste management policies and strategies should be included in the review. • An analysis of opportunities for plastic disposal/ recycling in Sooke should be included. • Local business should be commended for undertaking the removal of single-use plastic check out bags. • 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. 						
<p>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.</p>			Moved	CS	Carried	✓

7.2	Report: Debrief of Transportation Letter			
<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			
<p>A roundtable discussion ensued regarding the 2019 achievements of the committee and goals for the upcoming year.</p>				

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"> • Review of Template for Sub-Committee Reporting. • Reporting from each sub-committee (Food Security, Transportation, Engagement & Education and Sustainable Land Use & Development). • Diagram of process for committee reporting to Council. • Climate Action Committee Action Plan (final review). 				

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

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

Chair

Recorder

2019-2021

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





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.

