



Climate Change Committee Meeting
Tuesday, May 26, 2020 at 5:00 p.m.
Electronic Meeting
In accordance with Ministerial Order M139

AGENDA

ITEM	Page #
1. Call to Order	
2. First Nation Recognition	
3. Approval of the Agenda THAT the committee approve the May 26, 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">Review and discuss the Climate Action Committee Work Plan.Finalize comments, feedback, and approve. THAT the Climate Action Committee approve the Climate Action Committee Work Plan, as amended.	5
6.2. Sub-Committee Report <ul style="list-style-type: none">Discussion on process of sub-committee reporting back to the Climate Action Committee. THAT the Climate Action Committee endorse the Sub-Committee Report as the method of reporting back to the committee.	15
6.3. Reporting Process <ul style="list-style-type: none">Review and discuss. THAT the Climate Action Committee receive the reporting process diagram for information.	17
6.3. Filling Vacancies – Verbal Update	
7. New Business	
8. Next Meeting	
9. Adjournment	



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>. 					

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

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>	

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"> • 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). 				

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

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
Climate Action Committee
Work Plan**



[Table of content to be inserted]

On October 11, 2019, the members of the Climate Action Committee, along with several staff from the District of Sooke, attended an offsite workshop to develop a guideline for working together to achieve the goals of the committee in relationship to Councils' Strategic Plan. Through discussions of how to deal with climate grief and identifying the skills and abilities of the member, this document was created to reflect the vision of the committee as a whole, and their vision of assisting the municipality in completing their goals as well. [additional information could be added here for anyone wanting to include additional 'overview' information]

Communicate and work with the community in facilitating climate action

- 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.
- Identify actions of community groups, in relation to climate action, and determine how the Climate Action Committee and the District of Sooke can assist.
- Emphasis on community's critical role towards climate adaption.
- 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

- Lead in service to the District (and its climate action goals) and to the Sooke community.
- Focus on clear priorities and shared goals and objectives; identify pinch points whenever possible.
- Make careful decisions supported by information and data, reflecting objectives with measurable results.
- Listen and speak with care, with care, curiosity, respect, openness, non-judgmental.
- Participate fully and equitably.
- 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.

Terms of Reference for Committee

Mandate (*ensure each section falls within these parameters*):

- Inspire & sustain community commitment to achieving the District’s climate action objectives
- Identify and provide recommendations:
 - For adaptation and mitigation options
 - On ways to build local climate action awareness
 - On innovative projects, and where appropriate develop and implement
- Provide a local perspective on environmental issues and advise Council of areas of importance to community partners and stakeholder groups
- Communicate and develop relationships with organizations for the purpose of exchanging ideas, experiences and plans/successes.

CAC Goals and Objectives – Overview

- Overview of the process: Committee members and staff engaged in a visioning activity to identify key areas of focus for the committee over the next two (2) 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

Goals and objectives were then developed in these four (4) 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 future criteria established for each of the them, including terms and reporting format requirements.

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

- Does it mitigate and adapt?
- Does it fall within the Terms of Reference?
- Is it achievable? Does it have a limitation in respect to resources?
- Will it capture community engagement?
- Is there risks? What are they?
- Is it measurable?
- Is it the right time or time specific (I.e. Can it be done within 2 years?)

CAC Working Group Terms

- The working groups have specific Areas of Focus (Food Security, Transportation, Engagement and Education on Climate Change, Sustainable Development and Land Use).
- Working groups will connect and collaborate with other groups in the community with relevant or similar mandates.
- Working groups will develop a plan and report to the Climate Action Committee.
- Work produced by the working group will be brought forward to the Climate Action Committee for review and approval before being sent to Council for approval.
- Other tasks delegated by Council will take priority over the internal working group action plans.

Reporting Format Checklist

- Use SMART objectives 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 District of Sooke resources in terms of staff time and funding.
 - Indicate level of community support to be expected.
 - Indicate which jurisdictions are involved: Community, Local Government, Provincial, Federal or other.
 - Identify alignment with District's *Official Community Plan*, Council's Strategic Plan, declarations and/or other official documents.

[Opportunity to create a template that would be attached to this document as an appendix – see attached at the end of this document]

AREAS OF FOCUS

Each area of focus will form a sub-committee of the Climate Action Committee, where discussion for options to achieve the goal will occur (outside the monthly CAC committee meeting), reporting back to the CAC Committee with recommendations and information to be endorsed by the CAC committee as a whole and then forwarded to Council for adoption/ approval.

Food Security

Council Strategic Plan Goal: Demonstrate leadership in climate action

- *Promote food security at individual and community levels.*

Climate Action Committee Goals: Expand food security in the community

1. Increase the number of small farms in the community.
 - 1.1. Amend the District's OCP, Zoning Bylaw, Building Regulation Bylaw, to allow farm villages or tiny homes.
 - 1.2. Identify regulatory barriers to small farm viability.
 - 1.3. Establish local abattoir
 - 1.3.1. Explore options through South Vancouver Island to determine strategy.
 - 1.4. Establish ways to be less reliant of external food sources
 - 1.4.1. Aa permanent location for local farmer's market/ community food hub.
 - 1.4.2. Research the feasibility of implementing Food Systems Plan
 - 1.4.3. Review recommendations from *An Agricultural Plan for Sooke, 2012*.
 - 1.5. Explore sources for new incentives to produce food on farmland, including small hobby farms.
2. Increase the number of home gardens in the community.
 - 2.1. Explore grant opportunities.
 - 2.2. Collect data to determine current number of home gardens.

- 2.3. Develop marketing campaign to promote home gardens.
 - 2.3.1. Produce a garden workshop to promote home gardening.
- 2.4. Assess options for increased allotment gardens, and other related initiatives.
 - 2.4.1. Coordinate with other food community health initiatives.
- 2.5. Research best practices for backyard chicken bylaw (I.e. animal husbandry).
- 2.6. Identify opportunities for growing food and trees in public spaces.
 - 2.6.1. Create an inventory of locations.
 - 2.6.2. Encourage planting on public and private property.
- 3. Evaluate the benefits & risks of joining the Capital Regional District (CRD) Regional Foodlands Access Program.

Transportation

Council Strategic Plan Goal: Demonstrate leadership in climate action

- *Prioritize community and corporate strategies to address the climate emergency.*
- *Identify and plan for green infrastructure opportunities.*
- *Build additional trail infrastructure, connectivity and amenities.*

Climate Action Committee Goal: Decrease dependency on vehicles reliance on fossil fuels and increase public awareness of greener transportation methods.

- 1. Increase the number of electric vehicles in the community
 - 1.1. Determine current number of electric vehicles, in community, to establish a baseline.
 - 1.2. Identify and promote Electric Vehicle incentive opportunities
 - 1.2.1. Utilize the District’s website to provide information and education.

- 1.3. Advocate for new buildings, both residential and commercial, to include installation of fast chargers for electric vehicles.
 - 1.4. Explore options to develop bylaws or changes in development permits, to facilitate inclusion of solar panels in new developments.
2. Increase active transportation knowledge
 - 2.1. Promote local ride-sharing programs.
 - 2.2. Advocate for enhanced services from BC Transit, through recommendations to Council:
 - 2.2.1. Increase frequency of bus services
 - 2.2.2. Development of smaller-run bus routes, within the community
 - 2.2.3. Enhanced Park and Ride options
 - 2.2.4. Increased bike storage on buses and infrastructure at park and rides.
3. Increase safe/ active transportation
 - 3.1. Assessment of trails accessibility
 - 3.1.1. Review access to town center from outlying areas.
 - 3.2. Review Parks & Trails Master Plan, to determine any gaps.
 - 3.3. Research best practices for active transportation
 - 3.4. Develop a communication plan to educate residents of trail system, in conjunction with the CRD, to increase use.

Engagement and Education on Climate Change

Council Strategic Plan Goal: Build a reputable organization

- *Improve communication and engagement with the public and community partners*

Climate Action Committee Goal: Develop education opportunities to increase public awareness of climate change.

1. Develop educational programs and messaging on climate crisis/action for schools.
 - 1.1. Collaborate with District of Sooke, T'Sou-ke First nation, School District 62 and community groups to determine outcomes/ takeaways.
 - 1.2. Establish valuable topics with specific messaging.
2. Engage residents in climate survivor challenge, track over a 2-year period.
3. Implement communication outreach:
 - 3.1. Online presence (via District website)
 - 3.2. Monthly newsletter
 - 3.3. Article in the local newspaper
4. Develop educational workshops:
 - 4.1. Community focused "How To" sessions, with local facilitators.

Sustainable Development and Land Use

Council Strategic Plan Goal: Demonstrate leadership in climate action

- *View municipal decision-making through a 'green' coloured lens.*
- *Identify and plan for green infrastructure opportunities.*

Climate Action Committee Goal: Assess opportunities for climate friendly changes for both municipal lands and for development in the community, to ensure that buildings and the supporting environment are resilient for the future.

[previous document includes affordable housing, which is NOT a mandate of this committee and has been removed]

1. Building Energy Efficiency
 - 1.1. Encourage the implementation of the Step Code for municipal Building Regulation bylaw.
 - 1.2. Identify incentives for increased energy-efficient homes/ buildings.
 - 1.2.1. Options for municipal, provincial, federal and private.
 - 1.3. Increase awareness to utilize renewable energy for all buildings
 - 1.3.1. Decrease dependence on natural gas and oil heating.
 - 1.4. Research alternatives for renewable energy sources.
2. Increased allowance of ALR land use
 - 2.1. Advocate for zoning to allow tiny homes on farmlands to encourage shared farming practices.
3. Adapt land use planning
 - 3.1. Research and assess urban design opportunities to decrease climate impact and enhance sustainable living.
4. Urban forest management
 - 4.1. Plant more trees
 - 4.1.1. Research tree species resilient to climate.
 - 4.2. Protect existing municipal trees
 - 4.2.1. Complete a tree inventory

- 4.2.2. Support implementation of a tree protection bylaw
- 4.2.3. Increase developer requirements for planting trees and protecting sensitive areas.



**Climate Action Committee
Sub-Committee Report**

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

Recommendation:

*THAT the Climate Action Committee receive this report for information, and
 THAT [what do you want the committee to recommend to Council]*

Climate Action Committee Goal:

Identify the Area of Focus and section number.

Executive Summary:

Brief overview of topic and recommendation.

Background:

*What is the context and background of this recommendation/ goal.
 State any reference materials utilized.*

Analysis:

Utilize the SMART objectives, identified in the Climate Action Committee Work Plan, to support the recommendation.

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.

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.

