



**AGENDA**  
**Climate Change Committee Meeting**  
**Tuesday, September 15, 2020, at 5:30 p.m.**  
**Electronic Meeting**

*In Accordance with Ministerial Order M192 members of  
the public are not permitted to attend.*

NOTE: Written comments submitted to [info@sooke.ca](mailto:info@sooke.ca) prior to 12:00 p.m. (noon) on Tuesday, September 15, 2020, will be read aloud and recorded for the public record.

ITEM	Page #
<b>1. Call to Order</b>	
<b>2. Ministerial Order M192</b> THAT the Committee is holding this meeting without members of the public in attendance, in accordance with Ministerial Order M192.  THAT the Committee is committed to ensuring openness, transparency, accessibility, and accountability through the submission of a written comment.	
<b>3. First Nation Recognition</b>	
<b>4. Approval of the Agenda</b> THAT the committee approves the September 15, 2020, meeting agenda, as circulated.	
<b>5. Adoption of Minutes</b> THAT the committee approves the minutes from the May 26, 2020, and June 2, 2020 meetings.	<b>1</b>
<b>6. Public Question and Comment Period</b> <ul style="list-style-type: none"><li>• Please see the notice at the top of the agenda for the opportunity to participate.</li></ul>	
<b>7. Reports</b>	
<b>6.1. CAC Work Plan – Council Update</b> <ul style="list-style-type: none"><li>• Excerpt from Council meeting</li><li>• Staff verbal report on July 27, 2020, Regular Council meeting report on the CAC Work Plan.</li><li>• Next Steps</li></ul>	<b>7</b>

**6.2. Reporting Process** **8**

- Review and discuss

THAT the Climate Action Committee receive the reporting process diagram for information.

**6.3. Sub-Committee Reports** **9**

- Discussion on the process of sub-committee reporting back to the Climate Action Committee.

THAT the Climate Action Committee endorses the Sub-Committee Report as the method of reporting back to the committee.

**6.4. Outstanding Committee Items** **11**

- Staff verbal update and committee discussion on prioritization.

**6.5. Committee Round Table**

**8. New Business**

**9. Next Meeting**

**10. Adjournment**





# COMMITTEE MEETING MINUTES

Phone: (250) 642-1634 Fax: (250) 642-0541 Email: [info@sooke.ca](mailto:info@sooke.ca) Website: [www.sooke.ca](http://www.sooke.ca)

<b>Committee:</b>	Climate Action Committee (CAC)			
<b>Date:</b>	May 26, 2020	<b>Location:</b>	Electronic Meeting	<b>Call to Order:</b> 5:08 p.m.

<b>Attendees:</b> (P=present A=absent)				
Councillor Tony St-Pierre, Chair	P	Diane Bernard		P
Andrew Moore	P	Kyle Topelko		A
Catherine Keogan	P	Roland Alcock		P
Christina Schlattner	P	Susan Clarke		P
<b>Staff:</b>				
Laura Hooper, Parks & Environment	P	Jennifer Royer-Collard, Corporate Services		P

<b>1.</b>	<b>Call to Order</b>
The meeting was called to order by Councillor St-Pierre at 5:08 p.m.	

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

<b>3.</b>	<b>Approval of Agenda</b>	<b>Moved</b>	CK	<b>Carried</b>	✓
THAT the agenda for the May 26, 2020, Climate Action Committee meeting, be approved as circulated.					

<b>4.</b>	<b>Adoption of Minutes</b>	<b>Moved</b>	CK	<b>Carried</b>	✓
THAT the minutes of January 21, 2020, be adopted as circulated.					

**5.1 CAC Work Plan**

Sub-committees presented their area of focus and associated recommended changes for the Climate Action Committee Work Plan.

Engagement and Education

Christina Schlattner provided an overview of the Engagement and Education section of the Work Plan.

**Committee Discussion:**

- The value of including a ‘climate first-climate emergency lens’ requirement to decision making.
- Importance of bringing forward ideas that are working in the community already and highlighting successes.
- The need for an official Sooke Climate Action plan.
- Risk and vulnerability assessment, to create a clear picture of what is needed and highlighting the main issues.
- Lessons learned from the COVID pandemic as it is associated with the climate crisis.
- Adding the “climate first” approach and Sooke Climate Action Plan as separate global committee points within the Work Plan.

Sustainable Development and Land Use

Susan Clark provided an overview of the Sustainable Development and Land Use section of the Work Plan.

**Committee Discussion:**

- The importance of the Step Code is included in the Building Bylaw.
- Desire to include options for bulk buying by the District for heat pumps to distribute to community members, encouraging a change to more efficient energy consumption.
- Generation of an incentive program.
- Strengthening the District bylaws to encourage densification in areas that are already growing and cleared for building, decrease the sprawl of development that results in the removal of trees.
- Divide #6 into three (3) parts:
  - Explore opportunities for community forest partnerships.
  - Develop an Urban Forest Management Plan.
  - Acquire forest lands for carbon sequestering.

**Minutes of the District of Sooke Climate Action Committee - Meeting May 26, 2020**

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<b>6.</b>	<b>Topics for Next Meeting</b>
The following items have been requested to be on the next Climate Action Change Committee meeting: <ul style="list-style-type: none"><li>• Continue presentation and conversations for the Transportation and Food Security sub-committees.</li><li>• Finalize the Climate Action Committee Work Plan for presentation to Council.</li></ul>	

<b>7.</b>	<b>Next Meeting</b>
The next meeting will be held on June 2, 2020, at 5:00 p.m.	

<b>8.</b>	<b>Adjournment</b>	<b>Moved</b>	RA	<b>Carried</b>	✓
THAT May 26, 2020, Climate Action Committee meeting be adjourned at 6:25 p.m.					

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Chair

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Recorder



# COMMITTEE MEETING MINUTES

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<b>Committee:</b>	Climate Action Committee (CAC)			
<b>Date:</b>	June 2, 2020	<b>Location:</b>	Electronic Meeting	<b>Call to Order:</b> 5:08 p.m.

<b>Attendees:</b> (P=present A=absent)				
Councillor Tony St-Pierre, Chair	P	Diane Bernard		P
Andrew Moore	P	Kyle Topelko		A
Catherine Keogan	P	Roland Alcock		P
Christina Schlattner	P	Susan Clarke		P
Jeffery Robinson	P			
<b>Staff:</b>				
Laura Hooper, Parks & Environment	P	Jennifer Royer-Collard, Corporate Services		P

<b>1.</b>	<b>Call to Order</b>
<p>The meeting was called to order by Councillor St-Pierre at 5:08 p.m.</p> <p>Tony St-Pierre introduced Jefferey Robinson, the newest member appointed to the Climate Action Committee.</p> <p>Jefferey Robinson provided an overview of his career as an energy consultant, his participation in various energy and technical standard advisory boards, and his desire to give back to his community.</p> <p>Staff advised that the one (1) remaining vacancy will remain open until filled, the posting has been refreshed on the District website.</p>	

<b>2.</b>	<b>First Nation Recognition</b>
<p>Councillor St-Pierre acknowledged 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 June 2, 2020, Climate Action Committee meeting, be approved as circulated.</p>					

**5.1 CAC Work Plan**

Sub-committees continued their presentations of their area of focus and associated recommended changes for the Climate Action Committee Work Plan were discussed.

Transportation

Diane Bernard and Roland Alcock provided an overview of the Transportation section of the work plan.

**Committee Discussion:**

- Emphasis needs to be on increased bicycles and walking pathways throughout the community, both improvements to existing connections and the need to develop a standard for future development.
- Options for reducing driving out of Sooke should be considered in the future, looking at ways to entice new business and job opportunities within the community.
- Electric Vehicles and E-bikes are part of the transportation solution to reducing commuter GHGs and the District needs to support electrification in Sooke.
- There is a significant need to prepare for future funding opportunities which may be presented by the provincial and federal government.
- There should be a new addition of a “COVID lens” with climate action, as the impacts are unknown and need to be included in the evaluation of priorities.
- Local transportation improvements are key to a safe community and will improve the impact on the climate, providing alternative options to driving is the main concern.
- The need for local amenities close to residential areas to avoid the demand for short trips in vehicles within the community.
- Telecommunication opportunities should be investigated, currently, there is no office hub where residents can access meeting space, reliable internet connections, or office rentals. This could provide an alternative for a portion of the commuting population.

Food Security

Tony St-Pierre provided an overview of the Food Security section of the work plan.

**Committee Discussion:**

- Concerns with the allowances of tiny homes could result in a subsequent increase in vehicles, as more houses ultimately equal more people and an increase in automobiles on the roads.
- Desire to see multiple locations for smaller food hub which could service many small areas in Sooke.
- The need to measure the impact our food system and local choices have on our carbon footprint. At this time CEEI statistics do not include anything for food which creates a false impression that we have no control and can not impact these emissions.



**Minutes of the District of Sooke Climate Action Committee - Meeting June 2, 2020**

<p>Staff provided an overview of the next steps for the CAC Work Plan, advising that the comments from the May 26<sup>th</sup> and June 2<sup>nd</sup> meetings would be included in the amended version of the document, then forwarded to Council at an upcoming Regular Council meeting.</p> <p>The committee members agreed that it was time for the document to be finalized and endorsed by Council. It was understood that the document could be amended at a future meeting, but by having Council review the finalized version, any additional comments, suggestions, or changes could be included in an amendment.</p>				
<p>THAT the Climate Action Committee approve the Climate Action Committee Work Plan, as amended; and</p> <p>THAT the final document is presented to Council for endorsement.</p>	<b>Moved</b>	AM	<b>Carried</b>	✓

<b>6.</b>	<b>Topics for Next Meeting</b>
<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>• Process.</li> <li>• Sub-committee report.</li> <li>• Discussion on the COVID-19 pandemic and what has been learned.</li> </ul>	

<b>7.</b>	<b>Next Meeting</b>
<p>The next meeting will be held on July 21, 2020, at 5:00 p.m.</p>	

<b>8.</b>	<b>Adjournment</b>	<b>Moved</b>	AM	<b>Carried</b>	✓
<p>THAT the June 2, 2020, Climate Action Committee meeting be adjourned at 7:15 p.m.</p>					

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Recorder

## Minutes from the June 22, 2020, Regular Council Meeting

### 10.1. Climate Action Committee - Work Plan

The Head of Parks and Environmental Services provided a PowerPoint presentation and overview of the staff report and proposed Climate Action Committee Work Plan. Should Council endorse the plan, staff are requesting they be given an opportunity to look for efficiencies and dovetails into existing documents and plans. Staff will report back on proposed actions to be taken and resource allocations required, with Council approval required for each subsequent action.

Councillor St-Pierre acknowledged the work of the T'Sou-ke Nation, members of the Climate Action Committee, and staff in putting together this plan.

#### **Council discussion:**

- Council may have suggestions on efficiencies as they are involved in collaborative efforts across the community, region, and province.
- Action may be limited to advocacy in some cases, depending on jurisdictional issues.
- Recognition of the T'Sou-ke Nation and their leadership in Climate Action.
- Declaration of a climate emergency and including climate goals in the Strategic Plan laid the foundation for action. The Climate Action Committee work plan is the plan to start acting.

#### **2020-166**

**MOVED by Councillor Megan McMath, seconded by Councillor Ebony Logins:**

THAT Council endorse the Climate Action Committee Work Plan; and

**CARRIED UNANIMOUSLY**

**In Favour:** Mayor Maja Tait, Councillor Jeff Bateman, Councillor Al Beddows, Councillor Dana Lajeunesse, Councillor Ebony Logins, Councillor Megan McMath, and Councillor Tony St-Pierre

#### **2020-167**

**MOVED by Councillor Tony St-Pierre, seconded by Councillor Ebony Logins:**

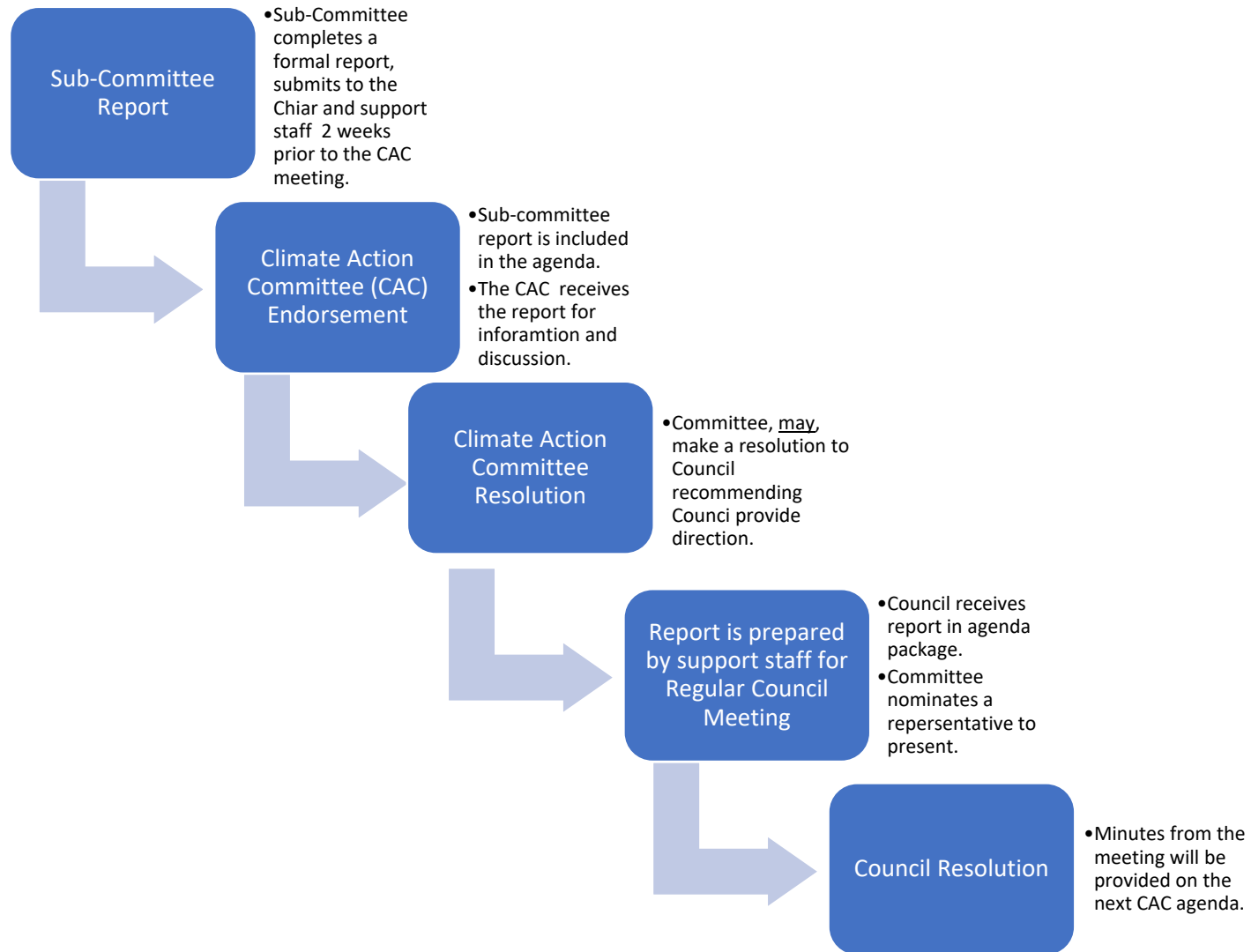
THAT Council direct staff to review the Climate Action Committee Work Plan and report back with a timeline for implementation including identification of any required resources.

**CARRIED UNANIMOUSLY**

**In Favour:** Mayor Maja Tait, Councillor Jeff Bateman, Councillor Al Beddows, Councillor Dana Lajeunesse, Councillor Ebony Logins, Councillor Megan McMath, and Councillor Tony St-Pierre

## 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.





**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/ Regular Council - Recommendations**

### **December 9, 2019 – Regular Council**

THAT Council request the Climate Action Committee examine best practices in terms of managing retail plastic polluting in the community.

#### **CAC Meeting – December 17, 2019**

Councillor St-Pierre tabled this item to the next meeting.

#### **CAC Meeting – January 21, 2020**

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.

### **May 13, 2019 – Regular Council**

AND FURTHER That the Compassionate Action Plan be forwarded to the Affordable Housing Committee and Climate Action Committee, for information.

#### **CAC Meeting - August 20, 2019**

THAT the Committee receive this for information.

### **May 13, 2019 – Regular Council**

THAT Council refer the topic of Float Home communities to the Affordable Housing Committee and Climate Action Committee for further discussion.

#### **CAC Meeting - August 20, 2019**

Committee to discuss in more detail after the Workshop.

#### **CAC Meeting - December 17, 2019**

THAT the Committee receive the motion from Council.

### **May 13, 2019 – Regular Council**

THAT Council direct the Climate Action Committee to research and report back on options for municipal community garbage collection.

#### **CAC Meeting - August 20, 2019**

The Committee recommended THAT this item be included in the committee's workplan

#### **CAC Meeting - December 17, 2019**

The Committee recommends that Council appoint staff to this task to research on options for municipal community garbage collection.

Climate Action Committee Recommendations

**CAC Meeting - June 21, 2019** (has not be forwarded to Council)

The Committee recommends THAT Council direct staff to research and apply for grant monies to fund an environmental coordinator to support the Committee.

CAC Minutes Text: LH spoke to the members about the possibility of applying for grant funding through FCM or other organizations to obtain an 'Environmental Coordinator' to assist the committee with research etc.

**CAC Meeting - August 20, 2019**

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.

**CAC Meeting - December 17, 2019** (was not forwarded to Council)

THAT the Committee draft a letter to:

- (a) the Ministry of Transportation and Infrastructure regarding their concerns for the proposed Highway 14 expansion; AND
- (b) BC Transit regarding their concerns for the proposed Sooke District and Juan de Fuca transportation plan;

AND forward the draft letters to the District of Sooke Council for endorsement at the January 13, 2020 Regular meeting.