



**Climate Change Committee Meeting**  
**Tuesday, November 24, 2020, at 5:30 p.m.**  
*Electronic Meeting in accordance with*  
*Ministerial Order M192*

**AGENDA**

| ITEM  | Page # |
|---|--------|
| 1. Call to Order  |        |
| 2. First Nation Recognition   |        |
| 3. Ministerial Order M192   |        |
| THAT the Committee is holding this meeting without members of the public in attendance, in accordance with Ministerial Order M192, as Council Chamber does not have the capacity to safely accommodate the unknown number of public participants wishing to attend; and |        |
| THAT the Committee is committed to ensuring openness, transparency, accessibility, and accountability through the submission of written comment, and the provision of opportunity to participate as pre-registered participants in the electronic meeting.              |        |
| 4. Approval of the Agenda   |        |
| THAT the committee approves the November 24, 2020, meeting agenda, as circulated.   |        |
| 5. Adoption of Minutes  |        |
| THAT the committee approves the minutes from the November 17, 2020 meeting.   | 1      |
| 6. Public Question and Comment Period   |        |
| 7. Reports  |        |
| 6.1. Terms of Reference   | 6      |
| • Review and provide suggestions for change to current Climate Action Committee terms of reference.   |        |
| 8. New Business   |        |
| 9. 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>      | November 17, 2020              | <b>Location:</b>      | Virtual via Zoom |
|                   |                                | <b>Call to Order:</b> | 5:30 p.m.        |

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|--|---|--|---|
| <b>Attendees:</b> (P=present, E=excused, A=absent) |   |  |   |
| Councillor Tony St-Pierre, Chair                   | P | Diane Bernard                              | P |
| Andrew Moore                                       | P | Kyle Topelko                               | P |
| Catherine Keogan                                   | P | Roland Alcock                              | P |
| Jeffrey Robinson                                   | E | Susan Clarke                               | P |
| <b>Staff:</b>                                      |   |  |   |
| Laura Hooper, Manager of Parks & Environment       | P | Jennifer Royer-Collard, Corporate Services | P |
| Matthew Pawlow, Director of Planning & Development | P | Jessica Boquist, Parks & Environment       | P |

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| <b>1.</b>  | <b>Call to Order</b> |
| The meeting was called to order by Councillor St-Pierre at 5:30 p.m. |                      |

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

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| <b>3.</b>  | <b>Ministerial Order M192</b> | <b>Moved</b> | KT | <b>Carried</b> | ✓ |
| <p>THAT the Committee is holding this meeting without members of the public in attendance, in accordance with Ministerial Order M192, as Council Chamber does not have the capacity to safely accommodate the unknown number of public participants wishing to attend; and</p> <p>THAT the Committee is committed to ensuring openness, transparency, accessibility, and accountability through the submission of written comment, and the provision of opportunity to participate as pre-registered participants in the electronic meeting.</p> |                               |              |    |                |   |

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| <b>4.</b>   | <b>Approval of Agenda</b> | <b>Moved</b> | KT | <b>Carried</b> | ✓ |
| <p>THAT the agenda for the November 17, 2020, Climate Action Committee meeting, be approved as amended:</p> <ul style="list-style-type: none"> <li>• Move-Item 6.3., to immediately follow the Public Question and Comment Period.</li> </ul> |                           |              |    |                |   |

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| <b>5.</b>  | <b>Adoption of Minutes</b> | <b>Moved</b> | CK | <b>Carried</b> | ✓ |
| <p>THAT the minutes of October 20, 2020, be adopted as circulated.</p> |                            |              |    |                |   |

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| <b>6.</b>  | <b>Public Question and Comment Period</b> |
| <p>There were no submissions or comments received.</p> |   |

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| <b>6.3</b>  | <b>Building Bylaw – Step Code</b> |
| <p>The Director of Planning and Development provided a PowerPoint presentation and overview of the new building bylaw, highlighting the rational and specific changes to the bylaw. Mr. Pawlow reviewed the specifics associated with the implementation of the BC Energy Step Code and how the CAC work plan components are addressed, and complemented, in the new bylaw.</p> <p><b>Committee discussion:</b></p> <ul style="list-style-type: none"> <li>• Accountability for the reduction in dependency on oil use and reduced emissions are key areas not addressed. There should be a review of the materials used and encourage the use of green products.             <ul style="list-style-type: none"> <li>○ Staff advised there are concerns with the material costs, associated with Step Code, and the potential for initial increases to the price of a new home which is currently already an issue. There is the desire to reassess materials once the Step Code has been implemented and there is further data on material accessibility and costs.</li> </ul> </li> <li>• Disappointment with the lack of consideration on the limited impact tiny homes has on the environment, suggesting this method of home building should be re-evaluated and considered within the building regulations.             <ul style="list-style-type: none"> <li>○ Staff advised this type of building does not currently meet the Canadian Standards Association (CSA) certification; a current regulation outside of the building bylaw does not allow for their construction. However, this is a topic the Land Use &amp; Development committee will examine within their mandate and report to Council.</li> </ul> </li> <li>• Desire to have Electric Vehicle (EV) charging stations required in all new buildings, not just multi-family builds. This small requirement could have a large impact on the environment with a limited upfront cost if installed in the initial build rather than retrofitted.</li> </ul> <p>*****</p> <p>Andrew Moore joined the meeting at 6:00 p.m.</p> <p>*****</p> <ul style="list-style-type: none"> <li>• There needs to be an evaluation of energy consumption versus energy output in relation to the Step Code. It would be beneficial to have a report created comparing new buildings under these regulations to older builds not meeting those energy requirements.</li> <li>• Request to determine how much latitude the DoS may have to allow for creative solutions (eg: smaller homes may not meet energy efficiency but have much lower energy needs) within the Step Code.</li> </ul> |                                   |

**Minutes of the District of Sooke Climate Change Action Committee Meeting - Dec 17, 2019**

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| <ul style="list-style-type: none"> <li>The importance of reducing reliance on fossil fuels, by requiring the replacement of gas furnaces with a heat pump. There would be an 87% improvement in energy efficiency making heat pumps the single largest contribution in this area. In addition, the need to consider how to provide supports/incentives for existing homes which will continue to represent the bulk of our housing stock.</li> <li>The importance of installing the infrastructure for solar and electric charging stations in new buildings, as it becomes more costly to retrofit when renovating.</li> </ul> <p>Staff advised the committee there will be an energy advisor report, hired by the developer or builder, required for each building permit to be issued. The District will reply to these reports as the assurances of each build meeting Step Code.</p> |              |           |                |   |
| <p>THAT the Committee recommends Council direct staff to investigate into opportunities to require all new-single family dwellings to rough-in wiring for EV Chargers and solar roof panels.</p>  | <b>Moved</b> | <b>KT</b> | <b>Carried</b> | ✓ |

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| <b>6.1</b>   | <b>Committee Appointments &amp; Term</b> |              |           |                |   |
| <p>The committee was advised their term expires on December 1, 2020, and Council has requested a one (1) year term to reevaluate this committee against the two (2) new committees. It was also suggested the terms of reference be re-evaluated to assess the mandate and goals of the committee for next year.</p> <p><b>Committee discussion:</b></p> <ul style="list-style-type: none"> <li>There will continue to be a role for climate action assessment through the committee, and the terms of reference need to reflect and capture the necessity of climate within the District.</li> <li>Request to have the Land Use &amp; Development and Community Economic Development committees' terms of reference, in conjunction with the current Climate Action committee terms, to review at a special meeting.</li> </ul> |  |              |           |                |   |
| <p>THAT the Committee hold a special meeting on Tuesday, November 24 at 5:30 p.m., to review and discuss the Terms of Reference for the Climate Action Committee.</p>  |  | <b>Moved</b> | <b>KT</b> | <b>Carried</b> | ✓ |

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| <b>6.2</b>  | <b>Single-Use Plastics</b> |  |  |  |
| <p>Catherine provides an overview of the written report, highlighting the importance of limiting single-use plastic items such as plastic bags, takeout containers, straws, utensils, cups, and lids.</p> <p><b>Committee discussion:</b></p> <ul style="list-style-type: none"> <li>There is a significant motion at the federal level to reduce and ban, single-use plastics. The consensus was to ensure the alignment happens with federal regulations and requirements.</li> </ul> |                            |  |  |  |

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| <ul style="list-style-type: none"> <li>The Province of BC has now allowed several municipalities to move forward with these types of bylaws and seems to be developing a framework to allow additional municipalities to follow suit.</li> <li>Support for a single-use plastic ban bylaw.</li> </ul> |              |           |                |   |
| <p>THAT the Committee recommends Council forward the plastics report from the CAC to staff for review and consideration.</p>  | <b>Moved</b> | <b>RA</b> | <b>Carried</b> | ✓ |

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| <b>6.4</b>   | <b>Tree Management Bylaw - Update</b> |
| <p>The Manager of Park &amp; Environment provided an overview of the report, highlighting the process for the development of the draft Tree Management Bylaw, steps included in the community engagement process and the bylaw encompasses goal 3 in the CAC Workplan Goals.</p> <p><b>Committee discussion:</b></p> <ul style="list-style-type: none"> <li>The bylaw focuses on protecting trees next to streams, rivers, and oceans, as well as along street slopes and large heavily trees properties.</li> <li>Concerns that there is no tangible evaluation tool to be utilized in recognizing the importance of trees' role in sequestering carbon.</li> <li>Concern of the costs and complexities for individual homeowners to remove protected trees.</li> <li>There should be an educational component once the bylaw is implemented.</li> <li>The need to actively enhance the planting of trees has been missed, there should be a component included in the bylaw to encourage the replacement of trees removed and encourage the planting of native species in our community.</li> <li>The language needs to be clear, as key elements could be easily misinterpreted and the bylaw at first glance seems more stringent than it is. Perhaps including a FAQ sheet with the bylaw would allow our residents to have a better understanding while keeping the language tight.</li> </ul> |                                       |

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| <b>8.</b>                                | <b>New Business</b> |
| <p>There were no new business items.</p> |                     |

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| <b>9.</b>   | <b>Topics for Next Meetings</b> |
| <p>The following item has been identified for the next Climate Action Committee meeting:</p> <ul style="list-style-type: none"> <li>Terms of reference for Climate Action Committee - review</li> </ul> |                                 |

**Minutes of the District of Sooke Climate Change Action Committee Meeting - Dec 17, 2019**

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| <b>10.</b>  | <b>Next Meeting</b> |
| The next 'special' meeting will be Tuesday, November 24, 2020, at 5:30 p.m. |                     |


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| <b>11.</b>   | <b>Adjournment</b> | <b>Moved</b> | KT | <b>Carried</b> | ✓ |
| THAT the November 17, 2020, Climate Action Committee meeting be adjourned at 7:35 p.m. |                    |              |    |                |   |

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Chair

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Recorder

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|    | TERMS OF REFERENCE           |
|   | Climate Action Committee     |
|   | Date Adopted: April 23, 2019 |
| <p>Historical Changes: originally adopted April 23, 2019</p> <ul style="list-style-type: none"> <li>• Updated November 25, 2019 to exclude the word “Change” in the name of the committee (<i>Resolution No. 2019-529</i>).</li> <li>• November 9, 2020 – one (1) year term, committee to be reevaluated at the end of 2021.</li> </ul> |                              |

**Purpose:**

The purpose of the Climate Action Committee is to provide advice to Council and recommend policies that will assist the District to achieve a reduction in all carbon emissions by 40-50%, both corporately and in the community, 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
- Extend 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 two-year term, ending December 1<sup>st</sup> of the second year, except for in a year of a general local election, in which case members’ appointments expire on November 1<sup>st</sup>.




**Meetings:**

The Committee will meet once a month, on the third Tuesday at 5:30 p.m. and 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.

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|    | TERMS OF REFERENCE                       |
|   | Community Economic Development Committee |
|   | Date Adopted: October 26, 2020           |
| <p>Historical Changes:</p> <ul style="list-style-type: none"> <li>November 9, 2020 – Addition of new member from Environmental Community, reduction of members at large, addition to topics for consideration.</li> </ul> |  |

**Purpose:**

The purpose of the Select Committee on Community Economic Development is to provide recommendations to Council regarding community economic development initiatives that focus on building fairer and stronger local economies, tackling poverty and homelessness, and investing in sustainable communities (Canadian Community Economic Development Network definition).

**Mandate:**

The objectives of the Committee are to promote community economic development initiatives, engage and communicate with community groups, business owners and members of the public, and facilitate economic development and the planning and use of community spaces and resources, while advancing economic, environmental and social goals.

Topics for consideration:

- Hire a Community Economic Development Officer
- Review key commercial parcels, including those held privately, and explore opportunities for development
- Liaise with South Island Prosperity Partnership
- Address workforce challenges for local employers
- Attract and promote investment including the completion of the Community Investment Brochure and updates to Sooke profile on britishcolumbia.ca
- Support Buy Local initiatives, business retention and expansion
- Complete Municipal and Regional Destination Tax (MRDT) application
- Develop a Tourism Strategy for Sooke
- Support social and economic development initiatives of Social Services organizations
- Identify opportunities and make recommendations on innovative projects to help achieve carbon neutrality
- Provide a local perspective on climate change mitigation and adaptation while considering the balance between economic, environmental and social aspects
- Communicate and develop relationships with organizations beyond the District of Sooke to exchange ideas, experiences, plans and successes

A formal workplan will be established if a CED Officer is funded.

**Membership:**

- a) The membership will consist of nine (9) members, appointed by the Mayor as follows:
  - One (1) member of Council
  - One (1) member of the T’Sou-ke First Nation
  - One (1) member of the Sooke Region Chamber of Commerce

- One (1) member of the Sooke Region Tourism Association
- One (1) member of the Sooke Region Museum and Visitors Centre
- One (1) member of the WorkLink
- One (1) member of Sooke Region Communities Health Network
- One (1) member of the Environmental Community
- One (1) member at large

- b) The Mayor serves as ex officio member; except when a quorum is not reached for a committee meeting, then the Mayor is a temporary voting member for that meeting only.
- c) The Committee may choose a Chair to preside over its meetings from among its members.

**Term:**


One (1) year in accordance with Policy No. CO-007, *Committee Structure and Function Policy, 2020*.

**Meetings:**

The Committee will meet once a month, the day and time to be determined by the committee members or at the call of the Chair. The *Community Charter* and the District of Sooke policies and bylaws shall govern the Committee.

**Staff Support:**

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

|   |                                    |
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|  | TERMS OF REFERENCE                 |
|   | Land Use and Development Committee |
|   | Date Adopted: November 9, 2020     |
| Historical Changes:   |                                    |

**Purpose:**

The purpose of the Select Committee on Land Use and Development is to provide recommendations to Council regarding land use policies and development procedures, with focus given to the implementation of statutory plans/local area plans/master plans, housing policy, sustainable development practices, environmental policy, harbour improvement, farmland protection, and maintaining compatibility of building bylaw regulations and the zoning bylaw.

**Mandate:**

The objectives of the Committee are to encourage adherence to District of Sooke land use policies, and when presented with alternative solutions to achieving the strategic goals of the organization, provide policy recommendations or best practices to achieve the desired priorities.

Topics for consideration:

- Secondary Suites
- Town Centre Development
- Shoreline-Waterway Interface
- Development Incentives
- Subdivision and Development Standards
- Sub-Regional Land Use Planning
- Agricultural Land Reserve Parcels
- Official Community Plan Analytics
- Zoning Bylaw Updates

**Membership:**

The membership will consist of up to nine (9) members including:

- One (1) member of Council
- One (1) member of the Land Development Community
- One (1) member of the Home Builders Community
- One (1) member of the Business Community
- One (1) member of the Agricultural Community
- One (1) member of the Environmental-Climate Change Community
- One (1) member of the Ocean and Fisheries Community
- One (1) member of the Affordable Housing Community
- One (1) member at large

The Mayor serves as ex officio member; except when a quorum is not reached for a committee meeting, then the Mayor is a temporary voting member for that meeting only.

The Committee may choose a Chair to preside over its meetings from among its members.

**Term:**

One (1) year in accordance with Policy No. CO-007, *Committee Structure and Function Policy, 2020*

**Meetings:**

The Committee will meet once a month, the day and time to be determined by the committee members or at the call of the Chair. The *Community Charter* and the District of Sooke policies and bylaws shall govern the Committee.

**Staff Support:**

The Director of Planning and Development will be the primary contact and will provide, or delegate, the required professional support. The Corporate Services Department will provide secretarial and administrative support.