



COMMITTEE MEETING MINUTES

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Committee:	Climate Action Committee (CAC)		
Date:	September 15, 2020	Location:	Virtual via Zoom
		Call to Order:	5:31 p.m.

Attendees: (P=present, E=excused, A=absent)			
Councillor Tony St-Pierre, Chair	P	Diane Bernard	P
Andrew Moore	P	Eric Nolan	P
Catherine Keogan	P	Kyle Topelko	P
Christina Schlattner	P	Roland Alcock	P
Jefferey Robinson	A	Susan Clarke	P
Staff:			
Laura Hooper, Manager of Parks & Environment	P	Jennifer Royer-Collard, Corporate Services	P
Jessica Boquist, Environmental Technician	P		

1.	Call to Order
The meeting was called to order by Councillor St-Pierre at 5:31 p.m.	

2.	Ministerial Order M192	Moved	CK	Carried	✓
<p>THAT the committee is holding this meeting without members of the public in attendance, in accordance with Ministerial Order M192</p> <p>THAT the committee is committed to ensuring openness, transparency, accessibility, and accountability through the submission of a written comment.</p>					

3.	First Nation Recognition
Councillor St-Pierre acknowledged the T'Sou-ke Nation upon whose territory the committee if meeting.	

4.	Approval of Agenda	Moved	CK	Carried	✓
THAT the agenda for the September 15, 2020, Climate Action Committee meeting, be approved as circulated.					

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5.	Adoption of Minutes	Moved	CK	Carried	✓
<p>THAT the minutes of May 26 2020 and June 2, 2020, be adopted as circulated.</p>					

6.	Public Question and Comment Period
<p>No correspondence was received for this agenda.</p>	

7.1.	CAC Work Plan - Update
<p>The Manager of Parks & Environment provided a verbal update on the status of Council's request for a timeline for implementation and identifying resources affiliated with the committee's work plan. The following was highlighted:</p> <ul style="list-style-type: none"> • There has been a delay in the report back to Council due in part to the vacancy of the Director of Operation position, a key participant in evaluating the request and competing priorities for the department. • A full review has been completed and is scheduled to be presented to Council at the October 13th Regular Council meeting, committee members are encouraged to attend and provide their comments. • The plan is to have Council accept the plan and direct the committee to prioritize items for the Council to consider in the 2021 budget review. <p>Committee discussion:</p> <ul style="list-style-type: none"> • Concerns with the delay in the report. • Desire to begin working on items within the work plan before the end of the year. • Importance of ensuring there are resources, and associated funds, to facilitate the committee's work. 	

7.2.	Reporting Process			
<p>The Corporate Services Assistant provided an overview of the report process diagram, identifying the cycle of information between the committee and Council.</p> <p>Committee discussion:</p> <ul style="list-style-type: none"> • Continued concern with the delay in the information cycle between Council, staff, and the committee. • Desire to have a part-time environment/ climate specialist working at the municipality to support the committee's work. 				
<p>THAT the committee receives the reporting process diagram for information.</p>				
	Moved	CK	Carried	✓

7.3.	Committee Report						
<p>The Corporate Services Assistant provided an overview of the committee report and how it would be utilized by members and staff to report to both the committee and Council. This report will ensure consistency, continuity, and establish an adequate record of information for all parties. When information is presented to the committee, by other members of staff, this report will be used. It will allow for a thorough understanding of the topic before the meeting and make certain that decisions and conversations are had with adequate information before the meeting.</p> <p>Committee discussion:</p> <ul style="list-style-type: none"> • Strike the word “sub” from the report, which would allow any member to bring forward information or staff to utilize the report. • The SMART objectives should be optional, removing the chart and replacing it with notes to guide the author farther than required. 							
<p>THAT the committee endorses the Committee Report as the method of reporting back to the committee.</p>				Moved	CK	Carried	✓

7.4.	Outstanding Items			
<p>The Manager of Parks & Environment provided an update on past and present outcomes related to the recommendations from Council and the Committee.</p>				

7.5.	Committee Round Table Discussion			
<p>A round table discussion ensued regarding the following:</p> <ul style="list-style-type: none"> • Filling the current committee vacancy; • Inclusion of CRD emission inventory in the analysis of District climate goals; • Addressing climate impacts associated with the current pandemic; • Desire to engage further with Council on the CAC work plan; • Participation in the Official Community Plan (OCP) Advisory Committee work to ensure climate first approach is included and proper metrics attached for monitoring; and • Increased robust conversations at the committee level on topics identifying areas where the committee can make an impact and their knowledge will be valued. 				

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8.	New Business
There were no new business items added.	

9.	Next Meeting
The next meeting will be held on October 20, 2020, at 5:30 p.m.	

9.	Adjournment	Moved	CK	Carried	<input checked="" type="checkbox"/>
THAT the September 15, 2020, Climate Action Committee meeting be adjourned at 7:15 p.m. p.m.					

Chair

Recorder