

File: 400-01

January 29, 2020

Chair and Directors
Committee of the Whole

Re: Vancouver Island and Coastal Communities Climate Leadership Plan

In follow up to my attendance at the December 2, 2019 meeting of the Vancouver Island and Coastal Communities Climate Leadership Steering Committee, I am attaching the meeting summary and committee terms of reference.

Given the relevance of this committee's work to the Comox Valley Regional District's strategic driver of climate crisis and environmental stewardship and protection, I look forward to providing a verbal report respecting this meeting at the upcoming Committee of the Whole.

Respectfully,

W. Cole-Hamilton

Will Cole-Hamilton
Director

Vancouver Island and Coastal Communities Climate Leadership Plan

Summary of the December 2, 2019 Steering Committee meeting

The VICC-CLP (Vancouver Island and Coastal Communities Climate Leadership Plan) Steering Committee is an independent group of local government representatives working to build a climate action plan for Vancouver Island and Coastal Communities that draws on and builds from the unique circumstances of our individual communities – rural and urban - at the same time as thinking and working as a whole region.

At our December 2, 2019 meeting, the Steering Committee reviewed its draft Terms of Reference, which include its vision, mission, and values. The Terms of Reference also detail membership, governance, communications, and areas of focus (see attached). Collaboration with and direct participation by indigenous communities in the VICC-CLP is of high importance, and the Steering Committee discussed several approaches to communication and engagement with First Nations, agreeing to report back and bring forward more discussion at its next meeting in early 2020.

The Steering Committee acknowledges that resources (funding and partnerships) are required to bring its vision to life, and discussed potential funding opportunities from senior levels of government, through leveraging with academic institutions, and by grants.

Upon invitation by the Association of Vancouver Island and Coastal Communities (AVICC), the Steering Committee has submitted a proposal to present a 60-minute engagement session at the April 2020 convention in Nanaimo BC. The Steering Committee set an intention to undertake a VICC region-wide “summit” in October 2020 (e.g., 2-3 day event) to inspire, galvanize, and create climate action at the local community level as well as at the VICC-region level.

This meeting, the second VICC-CLP meeting, was efficient, rewarding, and inspiring with members fully participating and engaging with “glass half full” energy and attitude. The Steering Committee is grateful to the Coast Salish peoples and the Regional District of Nanaimo for hosting and to support provided by University of Victoria researchers.

For more information, please contact the Co-chairs:

Lisa Helps, Mayor of Victoria, mayor@victoria.ca
Michelle Staples, Mayor of Duncan, mayor@duncan.ca
Josie Osborne, Mayor of Tofino, Osborne@tofino.ca

Attachment: Terms of Reference

Vancouver Island and Coastal Communities – Climate Leadership Plan (VICC–CLP)

Mission, Vision, Values and Terms of Reference

Mission

To create a climate action plan for Vancouver Island and Coastal Communities that draws on and builds from the unique circumstances of our individual communities – rural and urban – at the same time as thinking and working as a whole region.

Vision

Vancouver Island and Coastal Communities working together to reduce emissions and mitigate climate change at the same time as adapting to a changing climate by creating resilient, regenerative, inclusive and prosperous communities and economies.

Values

We are committed to:

1. Working in a spirit of **reconciliation and decolonization**¹ with the First Nations on whose homelands all of our cities, districts and towns are located.
2. Recognizing that **we need each other to flourish** and that collectively we are more powerful and have greater impact than working alone.
3. Developing a Climate Leadership Plan that **benefits all of our communities** – rural, urban, and indigenous.
4. Working beyond climate considerations and taking an approach of **inclusive, regenerative community building**.
5. Respecting **local autonomy and decision making** and providing resources and support – especially to smaller local governments.
6. Using our time wisely, **staying focused**, and honouring the energy of those who are doing the work.
7. **Learning from each other** by making time in each meeting to share something we are excited about or struggling with.
8. Shifting the conversation about climate change to **joy, possibility and solutions** in order to create momentum and push through climate despair.
9. Bringing together First Nations, community-based, and academic ways of knowing and **valuing the areas of overlap and the differences**.

¹ Advancing reconciliation requires renewing and improving relationships with Indigenous peoples. One of the obstacles to this is that how we work together is often shaped by institutions, habits and ideas that reinforce colonial (unequal, unfair, discriminatory) relationships. We must actively commit to reshaping these institutions, habits and ideas so that we can create ways of working together that are fair, equitable and mutually supportive. When we commit to decolonization, then, we are committing to reflecting on and changing our institutions and ways of working, and our own ideas, to ensure that they support reconciliation.

10. **Engaging our communities** through the plan development phase and plan implementation.
11. Drawing on the **passion and energy of youth** in our communities and creating opportunities for youth involvement and participatory action research.
12. Working with a **sense of urgency while balancing** the need to build support and understanding and bring others along on the journey.
13. **Not duplicating** the efforts of others!

VICC-CLP Working Group Terms of Reference

Mandate

To develop a useful and practical Climate Leadership Plan for Vancouver Island and Coastal Communities with clear actions for emissions reduction, adaptation, and resilience and to deliver this plan for consideration at the Association of Vancouver Island and Coastal Communities (AVICC) conference in April 2021.

Subject to securing funding, to track our process and create a best-practices, how-to guide for other regions across the province and country.

Membership

- First Nations are invited to participate and have a standing invitation to the table
- One elected director from each Regional District appointed by motion of the Regional District board. Each board may also appoint an alternate but is not obligated to do so. Meetings will be attended by the representative and by the alternate if the representative is not able to attend.
- Representatives from Vancouver Island colleges and universities
- Regional District and local government staff are invited to the table as supports and advisers
- The group will be kept to a manageable size in order to maintain forward momentum
- The Mayors of Duncan, Tofino and Victoria will co-chair the working group until the Plan is completed in April 2021; if the working group continues beyond its initial mandate, new co-chairs will be elected by working group members

Reporting

The Working Group will report to Regional Districts through the board-appointed representative. A short summary of each meeting will be circulated for reporting purposes after each meeting.

The co-chairs of the Working Group will also send a short meeting summary after each meeting to:

- The AVICC Executive
- The UBCM Special Committee on Climate Action
- FCM

- Minister Heyman’s Clean Growth and Climate Solutions Advisory Council
- The Climate Caucus
- First Nations Health Authority
- First Nations (by way of working group members sending to the Nations in their areas)

The working group will apply to present at the 2020 and 2021 AVICC conferences.

Areas of Focus

- Emissions reduction and energy efficiency through land-use planning, buildings, transportation, and waste
- Transitioning island and coastal communities to low-carbon sustainable, inclusive economies
- Building community and ecosystem resilience for adaptation
- Financing strategies

Decision Making

- Non-financial decisions will be made by consensus of all members present
- Financial decisions will be made by majority vote of the committee (See Appendix A)

Grants and Finances

- Grants will be applied for through the City of Victoria or through another local government if the City of Victoria is not eligible
- See Appendix A for relationship between the City of Victoria – or other grant holders – and the working group
- Opportunities to leveraging with or through other institutions

Meeting Schedule

- Meetings will be held in the following months:

2020

Feb
Apr
June
Aug
Oct
Dec

2021

Feb
Apr
June

Review and Changes to the Terms of Reference

- These Terms of Reference will be reviewed in June 2020
- Changes may be made at any time by the consensus of the group

APPENDIX A

Relationship between Vancouver Island and Coastal Communities Working Group (VICC-CLP Working Group) and the Fund-Holding Local Government

1. Responsibilities of the Fund Holding Local Government

The Fund Holder will:

- i. Provide in-kind support through its Department of Finance in tracking revenues and expenses for the term of the project and in managing one contractor.
- ii. Issue an RFP for a contractor in consultation with CAOs/CFOs from other Working Group local governments.

2. Relationship with VICC-CLP Working Group

The VICC-CLP Working Group will support the Fund-Holding Local Government by:

- i. Taking a leadership role on grant writing and other fundraising initiatives.
- ii. Reporting at least quarterly to funding holding local government through its Working Group representative.

3. Disbursement of Funds Fund-Holding Local Government

- i. The Fund-Holding Local Government will have full discretion to release funds to the contractor based on the terms in the contract.
- ii. Should additional funding be raised by the Working Group a majority vote of the Working Group is required to allocate it. A conference call with quorum of a simple majority of the Working Group will be held. Following the conference call, an email from one of the Working Group co-chairs will be sent to the Chief Financial Officer of Fund-Holding Local Government, and copied to the entire Working Group, authorizing the disbursement of funds as per the Working Committee vote.

4. Withdrawal of Support by the Fund-Holding Local Government

The Fund-Holding Local Government may withdraw its support from the VICC-CLP with three months written notice to the Working Group by majority vote of the Working Group. At such time as the relationship is severed, all project funds remaining, and any contractual obligations will be transferred by the Fund-Holding Local Government to a new agency as determined by the Working Group and subject to any funding agreements and contracts that may be in place.

5. Severing Relationship with the Fund-Holding Local Government

The Working Group may sever the agreement with three months written notice to the Fund-Holding Local Government by majority vote of the Working Group. At such time as the relationship is severed, all project funds remaining, and any contractual obligations will be transferred by the Fund-Holding Local

Government to a new agency as determined by the Working Group and subject to any funding agreements or contracts that may be in place.

6. Obligation

The Fund-Holding Local Government is under no obligation to provide ongoing support to the VICC-CLP Working Group beyond June 2021.