



DISTRICT OF SUMMERLAND
Minutes of the Climate Action Committee
Held at District of Summerland
Council Chambers
13211 Henry Avenue, Summerland, BC
On Thursday, January 15th, 2015 at 8:45 AM

Members Present: Chairperson D. Hill
J. Arendt
L. Scott
N. Hildebrand
H. Sielmann
G. Downton
B. Harris

Staff Present: M. Stam, Manager of Works

Councillors Present: E. Carlson, E. Trainer

Members Absent: J. Lusted

1. Call to Order

Chairperson D. Hill called the meeting to order at 8:50 a.m.

2. Adoption of Minutes

Recommendation:

Moved, seconded,

THAT the CAC meeting minutes dated December 11th, 2014 be adopted with the following change: the next meeting date was moved to January 15, 2015.

Carried.

3. Adoption of Agenda

Recommendation:

Moved, seconded,

THAT the CAC meeting agenda be adopted with the following addition: H. Sielmann requested an additional item under New Business: The increase of GHG emissions due to extensive residential construction in Trout Creek should spawn the development of methods to encourage use of the proposed new Lakeside Trail. However, cyclists may

be discouraged by the steep climb from Lower Town to Main Street. Proposal: Investigate the use of seasonal bike racks on Transit buses for cyclists along Peach Orchard Road. The Chairperson advises that due to the full agenda this additional item may not be discussed today.

Carried.

4. Delegations

Confirm the date for Deputy Chief Financial Officer Renee Belyk to introduce the Smart Tool to CAC Members. It was agreed to hold the next CAC Meeting on February 18th in order to accommodate Mrs. Belyk.

5. Unfinished Business

5.1. Update Climate Action Tracker

The updated Climate Action Tracker will be reviewed at each regular meeting. The Chairman advised that discussions with the Finance Director identified \$28k in the core budget (advertising, operating expenses, Earth Week, consultants etc.) and \$75k in other funds that could be applied to projects etc. The available funding, expenses and budget will be tabulated monthly as soon as the information is available from the Finance Dept. and uploaded to One Drive (M. Stam).

Action: M. Stam: Prepare monthly budget and expense tracking spreadsheet as soon as District budget development permits. Upload to OneDrive.

The Chairman advised that the Chamber of Commerce does not wish to develop criteria for an Environmental Award since they have their own award system. Councillor Carlson noted that she would be interested in exploring a similar cooperation with the District.

Action: D. Hill, E. Carlson: Consider establishing an Environmental Award in cooperation with the District of Summerland.

5.2. Status of Reply Letters to 2014 Pilot-Project Submissions

Letters were sent and received. Both funding requests were declined and therefore the CAC did not recommend any Pilot Projects to Council in 2014.

5.3. Friends of the Gardens Funding Request

The request will be reviewed following approval of evaluation and scoring criteria. All voting CAC members can review and submit their score sheets to M. Stam by January 19th.

5.4. Update on Evaluation and Scoring Criteria and Promotion of Pilot Projects

L. Scott provided the following update: Comments for the draft documents were received and incorporated as appropriate. There are three documents: Funding Backgrounder, Application Form and Scoring Form. The first two documents will be available for applicants to review prior to submitting their application. The Scoring Form will be submitted with the CAC response to the applicant. Two additional templates will be prepared: Agreement and Reporting Forms. A discussion ensued about the list of eligible projects which do not always appear to be linked to GHG emissions. L. Scott will amend the Funding Opportunity document accordingly. Applications must be received by March 31st. Recommendations will be developed immediately thereafter and are submitted to Council for approval at the Council Meeting of April 13th. Awards will be announced during Earth Week (3rd week of April). Recipients will need to submit progress and final reports. The duration of these projects may vary and span up to 1 year.

A discussion ensued about how applications will be reviewed. It was agreed that the Pilot Project Review Committee consist of L. Scott, J. Arendt, G. Downton, and B. Harris. The Committee has the option to contact applicants for clarifications as needed. Scoring for Pilot Projects has to be complete and approved by the CAC before April 9th to be included in the April 13th Council Meeting.

Action: Pilot Project Review Committee: Complete the review of all Pilot Project applications and prepare recommendations for inclusion with the Agenda for the April 13th Council Meeting.

Note: The scoring process will be applied to all funding applications that meet the mandatory requirements.

Action: L. Scott to draft Agreement and Reporting Forms templates associated with the Pilot Projects.

Motion: That the CAC adopt the three Pilot Project documents as amended by the Review Committee.

Moved, seconded and all in favour.

Motion: That the CAC adopt the use of a modified score form for other projects.

Moved, seconded and all in favour.

6. New Business

6.1 Expiration of 2014/15 Term

The term for all current CAC Members will expire on March 31, 2015. The Chairperson invited comments. Councillor Carlson advised that it is important to keep this committee together until the budgets and processes have been finalized and until the Pilot Projects have been awarded. It is suggested that the current term could be extended until September 30th, 2015.

6.2 General Ledger Detail

The Chairperson distributed a brief description of the types and initiatives available for funding requests and asked for everyone's feedback – see attachment. No amendments were suggested.

6.3 Impact of Increased Residential Construction in Trout Creek

This item will be deferred to a future meeting. Proposals of similar nature should be linked to goals and objectives listed in the Climate Action Plan which by its self requires a review and update.

7. Items for next meeting

None discussed in addition to those recorded above.

8. Next meeting date

The next meeting is scheduled for February 18th at 8:45 a.m.

9. Adjournment

The meeting was adjourned at 10:45 a.m.

This is a correct record of the meeting:



Henry Sielmann, Recording Secretary
January 17th, 2015

Dave Hill, Chairperson
January 19th, 2015

Attachment

GENERAL LEDGER DETAILS

CLIMATE ACTION COMMITTEE EXPENDITURES

Climate Action Projects.

These Projects may be submitted by CAC Members or local organizations/agencies and have widespread community benefit. They will typically exceed \$2000.00. They may be projects that are funded annually, to be determined following annual review. These projects may be a continuation or phase of a Pilot Project first time activity.

Pilot Projects.

These are one off or first time activities that are submitted by the public that are recommended by the CAC to receive financial support.

Corporate Initiatives.

These are District of Summerland initiatives that have been submitted by various District Departments and have received the support of the CAC. They may include new or retrofitted items that will minimize the Districts effect on Climate Change.