

DISTRICT OF WEST VANCOUVER
750 17TH STREET, WEST VANCOUVER BC V7V 3T3

COUNCIL REPORT

Date:	March 12, 2025
From:	Heather Keith, Senior Manager, Climate Action & Environment
Subject:	Environment Committee 2025 Annual Work Plan
File:	01.0116.20

RECOMMENDATION

THAT the Environment Committee 2025 Annual Work Plan, attached as Appendix A, be approved.

1.0 Purpose

To seek Council approval of the Environment Committee’s 2025 Work Plan (**Appendix A**) that outlines specific objectives that the Committee plans to achieve as well as a summary of work completed by the Committee in 2024.

2.0 Legislation/Bylaw/Policy

Legislation

Section 142 of the Community Charter provides regulations regarding the appointment of Select Committees to consider or inquire into a matter and report its findings and opinion to Council.

Bylaw

Council Committee Procedure Bylaw No. 5020, 2019 is a bylaw to govern Council committee meetings of the District of West Vancouver.

Policy

The Environment Committee Terms of Reference 0282-20-0155 **Appendix B** outlines that the committee is expected to identify a set of objectives in an annual work plan to be submitted to Council for approval.

General Council Committees Policy 0144 is a policy to establish best practices and processes for Standing and Select Committees.

3.0 Council Strategic Objective(s)/Official Community Plan

Official Community Plan

The policies in the Official Community Plan that support climate action and environmental protection goals include:

- 2.6.3 Facilitate on-site and off-site environmental enhancement on both public and private lands as opportunities arise (e.g., creek daylighting, fish habitat restoration, invasive species management)
- 2.6.6 Continue to work with senior governments, neighbouring municipalities, First Nations, local businesses and landowners, stewardship groups, and other community partners in the delivery of environmental stewardship and education initiatives.
- 2.6.19 Implement community energy and emissions initiatives to advance towards meeting the District's greenhouse gas emissions reduction targets of 45% below 2010 levels by 2030 and 100% by 2050 or sooner, notably through the land use, housing, transportation, low carbon energy and infrastructure policies contained in this plan.
- 2.6.22 Expand the use of green infrastructure through public and private development to enhance long-term ecosystem services that support multiple benefits (e.g., storm water management, air quality, carbon sequestration, water quality, and biodiversity).
- 2.6.23 Seek to incorporate low-carbon and renewable energy in public and private projects and support the development of low-carbon and renewable energy systems as opportunities arise.

Council Strategic Objectives

The Environment Committee developed their work plan to align with the objectives of Environment and Climate Change component of Council's 2024-2025 Strategic Plan.

4.0 Financial Implications

For any work plan items that require additional resources, the Committee will develop a budget and funding source recommendation for Council consideration.

5.0 Background

5.1 Previous Decisions

Council at its May 8, 2023, regular meeting, passed the following resolution:

THAT proposed "Environment Committee Terms of Reference Policy 0155", attached as Appendix A to the May 1, 2023 report titled Proposed Committee Terms of Reference, be approved.

Council at its April 29, 2024, regular meeting, passed the following resolution:

THAT the Environment Committee 2024 Work Plan, attached as Appendix A to the April 15, 2024 report from the Climate Action Coordinator, be approved.

5.2 History

The Environment Committee was established in November 2023 with the objective to support Council and staff on initiatives to meet the District's greenhouse gas (GHG) emission reduction targets, adapt to climate change, and protect the community's natural assets.

6.0 Analysis

6.1 Discussion

The Environment Committee is currently comprised of seven voting members with various backgrounds in environment and climate change expertise. The purpose of the Committee is to advise, identify, review, analyze, promote, and assist staff and Council on the development and implementation of climate action and environmental protection initiatives. **Appendix A** provides a summary of the work that the Committee completed in 2024 and proposed priorities for their 2025 work plan.

6.2 Climate Change & Sustainability

Members will lend their experience to amplify and support the District's key climate action and environment goals through initiatives related to building decarbonization, active transportation, natural asset protection, environmental conservation, and climate adaptation planning, which contribute to fostering long-term community resiliency.

6.3 Public Engagement and Outreach

The members of the Environment Committee provide a connection to the community and help to ensure broader perspective and engagement on the District's climate action and environmental protection portfolio.

6.4 Other Communication, Consultation, and Research

The Environment Committee continues to work with staff and external organizations and experts to gain an understanding of District operations and programs to provide input from a community lens to support climate action and environment goals.

7.0 Options

7.1 Recommended Option

THAT the Environment Committee 2025 Work Plan, attached as Appendix A, be approved.

7.2 Considered Options

A considered option is for Council to request additional information.

8.0 Conclusion

The purpose of this report is to seek Council's approval of the annual Work Plan that outlines the specific targets and priorities that the Environment Committee plans to achieve in 2025.

Author



Heather Keith
Senior Manager, Climate Action & Environment

Appendices:

Appendix A: Environment Committee 2025 Annual Work Plan

Appendix B: Environment Committee Terms of Reference 0282-20-0155



Environment Committee 2025 Work Plan

Lyndon Hanson, Chair
Claudia Castro, Acting Chair

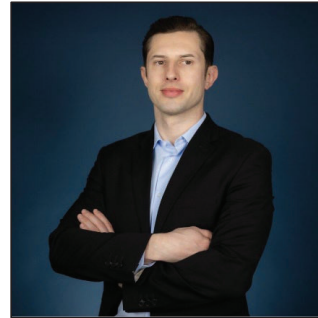
Environment Committee Members



Lyndon Hanson
(Chair)



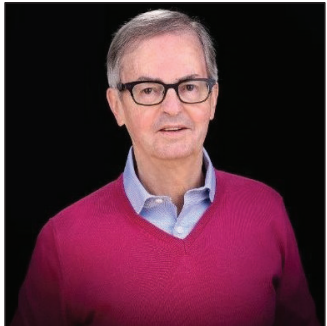
Claudia Castro
(Acting Chair)



Aloïs Gallet



Eva Grdina
(Youth Member)



Phil Baudin



Maud Warner



Claudia van der Vorm
(Past Chair)

**Council
Representative:**
Peter Lambur

**Staff
Representative:**
Heather Keith

Committee Intent

- **Collaborate** as a Committee to plan future projects and programming.
- **Explore** additional engagement with local schools and community groups on conservation initiatives and amplify student environment councils.
- **Amplify** information to residents on pathways to participate in lowering their carbon footprint and conserving nature.
- **Review** and advise on proposed policies and programs presented by staff related to environment and climate targets and goals.



Committee Purpose

Advise, Identify, Review, Analyze, Promote, and Assist Council on the development and implementation of initiatives to:

Meet GHG Reduction Targets

Adapt to Climate Change

Protect the Community's Natural Assets



2024 in Review – GHG Emission Reductions

Advise, Identify, Review, Analyze, Promote:

- Reviewed Greenhouse Gas Emissions Inventory.
- Reviewed and provided input to complete the Climate Action Strategy.
- Completed a community Heat Pump Survey.
- Reviewed and advised on:
 - Active Transportation.
 - Buildings and Permitting, and Heat Pump adoption.
- Provided input and feedback on Metro Vancouver’s initiative to develop regulations to reduce emissions from small non-road engine equipment (e.g., landscaping equipment).



Education and Outreach:

- Presence at the Cultural Fest, Spring Fest West, and Go By Bike Week events.

2024 in Review – Adapt to Climate Change

Advise, Identify, Review, Analyze, Promote:

- Reviewed and advised on the Wildfire Fuel Management Program.
- Supported completion of the Urban Forest Management Plan.

Education and Outreach:

- EC booth at the Cultural Fest and Spring Fest West events.
- Supported and participated in school tree planting and invasive species removal initiatives.



2024 in Review – Protect Natural Assets

Advise, Identify, Review, Analyze, Promote:

- Reviewed and advised on the Wildfire Fuel Management Program.
- Supported completion of the Urban Forest Management Plan.

Education and Outreach:

- EC booth at the Cultural Fest and Spring Fest West events.
- Supported and participated in school tree planting and invasive species removal initiatives.



2024 in Review – Recommendations Advanced to Council

- April 9: EAGLE LAKE WILDFIRE FUEL MANAGEMENT PROGRAM – provided as information to Council.
- May 7: ACTIVE TRANSPORTATION– provided as information to Council.
- October 8: CLIMATE ACTION STRATEGY– adopted by Council on December 16.
- November 5: ENHANCE SUSTAINABILITY IN THE BUILDING AND PERMITTING DEPARTMENT - Directed by Council to staff for further investigation.
- November 5 - HEAT PUMP ADOPTION AND LOW CARBON ENERGY SYSTEMS - Directed by Council to staff for further investigation.

2025 Objectives

	GHG Emission Reductions – Energy Efficiency in Homes and Buildings
Educate	<ul style="list-style-type: none"> • Gather a list of youth/student volunteers to: <ul style="list-style-type: none"> ○ Make an educational environment corner in the WVCC to communicate GHG reduction targets and how energy efficiency programs support achieving these targets. ○ Write short environmental articles to be posted on DWV social media outlets. • Seek volunteers and committee members to attend a Committee booth at community events.
Identify, Review, Analyze	Support staff in investigating energy efficient measures as part of home renovations, incentivizing green building projects, and adoption of heat pumps and other low carbon energy systems.
Promote	Promote North Shore Jump on a Heat Pump program to encourage homeowners to make the switch to energy efficient, low-carbon heat pumps for heating and cooling.

2025 Objectives

GHG Emission Reductions – Active Transportation	
Educate	<ul style="list-style-type: none"> • Gather a list of youth/student volunteers to: <ul style="list-style-type: none"> ○ Make an educational environment corner in the WVCC describing active transportation actions/initiatives. ○ Support environmental programs/events at District Library. ○ Write short environment articles to be posted on DWV social media outlets. • Seek volunteers and committee members to attend a Committee booth at community events.
Identify, Review, Analyze	<ul style="list-style-type: none"> • Review Committee’s 2024 Active Transportation motion to identify actions to bring forward for Council consideration. • Support staff in updating the District's Strategic Transportation Plan and work to ensure that active transportation infrastructure is as safe as possible. • Assess and plan a Car Free Day for West Vancouver.
Promote	Promote alternate forms of transportation (e.g., implement initiative to deploy cargo e-bikes at Library).

2025 Objectives

Adapt to Climate Change – Wildfire Risk	
Identify, Review, Analyze	<ul style="list-style-type: none">• Support staff through review of updated Community Wildfire Protection Plan.• As directed, support assessment of wildfire early detection methods.

2025 Objectives

Protect the Community’s Natural Assets – Urban Forest	
Educate	Continue to educate the public on importance of trees and tree protection and maintenance.
Identify, Review, Analyze	Support staff in review of Tree Bylaw amendments and Urban Forest Management Plan action implementation.
Promote	Support new “Yard Tree Planting” Program: <ul style="list-style-type: none"> • Assist in developing communications to promote program. • Develop a list of youth volunteers to provide support at event. • Provide Environment Committee presence at event.

2025 Objectives

Other

Provide support to Council on emerging initiatives as needed.



Thank You & Questions

District of West Vancouver

POLICY

Title: Environment Committee Terms of Reference

Division: Administrative Services

Policy Number: 0155

File Number: 0282-20-0155

1. Mandate

- 1.1. The purpose of the Environment Committee (the Committee) is to:
 - (a) Enable input, advice, and peer review from the District's diverse community to inform the design and implementation of the District's Climate Action Strategy.
 - (b) Provide advice on the appropriate tools for two-way information sharing and collaboration between District staff and external stakeholders.
 - (c) Provide recommendations on a climate lens decision-making procedure within the District to incorporate climate risk resiliency across District initiatives.
 - (d) Mobilize all sectors and communities to move toward the District's climate action goals of being a carbon neutral and climate resilient municipality.
 - (e) Develop and recommend climate action and environment policies and programs, monitor and evaluate their effectiveness, and advise on environmental issues and potential regulations.
 - (f) Support Council on climate actions in the community by providing advice, and proposing positive environmental actions, bylaws, events, education, and projects in the community.
- 1.2. The scope of work for the Committee includes:
 - (a) Developing and providing recommendations to Council on environmental policies and programs.
 - (b) Conducting research and analysis of environmental issues and trends.
 - (c) Identifying environmental risks and information needs to find solutions.
 - (d) Supporting outreach and education activities to raise awareness of environmental issues.
 - (e) Collaborating with other stakeholders, such as businesses, community groups, and government agencies, adjacent municipalities, and Indigenous communities to promote environmental sustainability.
- 1.3. The Committee will assist in integrating a climate and environment lens into all aspects of municipal operations and decision-making. By promoting sustainable practices and behaviours within the community, the Committee will aim to reduce the environmental impact of the municipality and enhance the overall quality of life for its residents.

District of West Vancouver

POLICY

- 1.4. The scope of the Committee's work is broad and includes initiatives under transportation, waste management, energy, conservation, biodiversity, and climate change mitigation and adaptation.

2. Role

- 2.1. The Committee volunteer members will:
 - (a) Act as advisors to the District on the effective design and implementation of a Climate Action Strategy.
 - (b) Identify emerging issues, topics for discussion, and ideas for consideration of District Council.
 - (c) Review proposed implementation policies and programs presented by District staff.
 - (d) Bring diverse perspectives to define the climate action goals and potential solutions to achieve those goals.
 - (e) Advise on the most appropriate mechanisms to engage with the public to gain support for the implementation of the Climate Action Strategy.
 - (f) Promote initiatives and programs, approved by Council, within the community and sectors to move towards the District's climate action goals.
 - (g) Analyze project success and metrics and report out on climate action progress.
 - (h) Advise on proposed policies and make recommendations through meeting minutes and reports.
 - (i) Assist staff on project development and implementation as required.
 - (j) Assist with accessing external funding to support the implementation of climate action projects.
 - (k) Demonstrate positive-minded, result-driven, and community-caring values in their work.

3. Membership

- 3.1. The Committee consists of a minimum of six (6) and a maximum of nine (9) voting members:
 - (a) Up to six volunteer members;
 - (b) Up to three members representing representing the First Nations with traditional, ancestral, and unceded territories on which the District of West Vancouver is located (Squamish, Tsleil-Waututh, and Musqueam); and
 - (c) Up to two youth members.
- 3.2. Volunteer members should collectively bring the following skills and experience to the Committee:

District of West Vancouver **POLICY**

- (a) Understanding, skills, expert knowledge and/or experience with a sector that emits Greenhouse Gases (GHG) in the District.
 - (b) Knowledge in one or more areas of GHG emission reduction, climate policy development, natural asset protection, environmental conservation, climate resilience, adaptation and/or climate planning, and indigenous reconciliation and engagement.
 - (c) A climate champion mindset and a desire to inform and mobilize sectors and communities to collectively achieve the District's climate action goals.
- 3.3. First Nations members will provide Indigenous climate leadership and ensure Indigenous knowledge, expertise, and values are incorporated into all aspects of the District's Climate Action Strategy and initiatives.
- 3.4. Volunteer members must be appointed or re-appointed to the Committee for a term of two (2) years, except as otherwise determined by Council.
- 3.5. Appointments terminate on December 31 of the year in which the member's term is scheduled to expire, except as otherwise determined by Council.
- 3.6. Volunteer members may serve for up to three (3) terms on the Committee, except as otherwise determined by Council.
- 3.7. The Chair and Vice-Chair must be voting members of the Committee and must be selected from amongst the Committee membership at the first meeting of each year.
- 3.8. The Committee membership includes the following non-voting members:
- (a) one (1) member of Council, appointed annually to serve as the Council representative on the Committee.

4. General Terms and Code of Conduct

- 4.1. The General Council Committees Policy and Procedure, the Council Committee Procedure Bylaw, and the *Community Charter* apply.

5. Meetings

- 5.1. The Committee must, by resolution, establish an annual meeting schedule, and must hold additional meetings as required to respond in a timely manner to requests from Council.
- 5.2. All Committee and subcommittee meetings must be held in a District facility.
- 5.3. A majority of the voting members is required to constitute a quorum. Any member who is absent from three (3) meetings of the Committee without reason satisfactory to the Committee may be removed from the Committee by Council.

6. Rules of Procedure

- 6.1. Meetings must be conducted in accordance with the General Council Committees Policy and Procedure, the Council Committee Procedure Bylaw, and the *Community Charter*.

7. Subcommittees

- 7.1. Subcommittees may be requested by the Committee from among its members for specific tasks or projects identified in the Climate Action Strategy.
- 7.2. Subcommittee meetings are subject to the same requirements and rules of procedure as Committee meetings.

8. Annual Work Plan

- 8.1. The Committee will identify a concise set of annual priorities and targets for the upcoming calendar year. The Annual Work Plan must be submitted to Council for approval prior to the end of the current year. The Annual Work Plan must be congruent with the Terms of Reference and must outline specific targets as to what the Committee plans to achieve while supporting the work, priorities, and underlying principles of the District of West Vancouver.
- 8.2. The approved Annual Work Plan will be executed by the Committee, with the reasonable assistance of support staff.

9. Altering Terms of Reference

- 9.1. The Committee can request, by resolution, that Council consider changes to these Terms of Reference. Staff can also bring forward alterations to these Terms of Reference at their discretion for Council's consideration.
- 9.2. Council must consider any alterations to these Terms of Reference at an open Council meeting. Council can only alter these Terms of Reference via resolution.

10. Budget

- 10.1. The scope of the Committee is advising on environmental policies and initiatives including projects related to waste reduction, energy efficiency, renewable energy, green spaces, natural asset management, etc. For the implementation of these initiatives, funding will be required.
- 10.2. Budget process: The Committee can provide input, advice, and recommendations on the budget development related to climate action environmental initiatives.
- 10.3. Funding sources: The funding for projects recommended by the Committee may come from a variety of sources, including grants, donations, and the District's Environmental Reserve Fund, with Council approval.

District of West Vancouver
POLICY

- 10.4. Fundraising: The Committee may generate funding through partnerships with local businesses or external stakeholders or donations.
- 10.5. Partnerships: The Committee may work or collaborate with other organizations or stakeholders to leverage resources and share costs (e.g., local businesses, non-profit organizations, adjacent municipalities, Indigenous communities, or other municipal committees to implement joint initiatives).
- 10.6. Monitoring and evaluation: The Committee should regularly monitor and evaluate the effectiveness of initiatives including an assessment of the financial impacts and the effective use of the budget to achieve the anticipated outcomes.
- 10.7. Reporting: The Committee may be required to provide regular progress reports to Council outlining how funds were used and the outcomes achieved.

11. Staff Assistance

- 11.1. Staff assistance will be provided to the Committee, as necessary and within reason, by:
 - (a) Staff of the Administrative Services division; and
 - (b) Staff from other divisions depending on the project.

12. Approval

Approved by	<input type="checkbox"/> CAO	<input checked="" type="checkbox"/> Mayor and Council
Approval date	2023/05/08	
Council minutes eDocs # (Council Policies only)	5624461	
Council report eDocs # (Council Policies only)	5621692	
Signature	<i>[Original signed by Mayor]</i> <hr/> MAYOR	

POLICY

13. Additional Information

Category	<input checked="" type="checkbox"/> Council	<input type="checkbox"/> Administrative
Related procedure	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Date of last review	n/a	