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

COMMITTEE REPORT TO COUNCIL

Date: September 9, 2014
From: Brent Leigh, Deputy Chief Administrative Officer
Subject: Community Engagement Committee Work Submission

RECOMMENDED THAT:

1. The proposed Community Engagement Committee 2014-2015 work plan as attached to the September 9, 2014 report from the Deputy Chief Administrative Officer be received for information; and

2. The proposed Community Engagement Working Group Guidelines as attached to the September 9, 2014 report be received for information; and

3. The proposed draft terms of reference for the Community and Corporate Energy and Emissions Working Group as attached to the September 9, 2104 report be received for information; and


Purpose

The purpose of this report is to submit to the public record those documents which capture the administrative work of the newly reconstituted Community Engagement Committee, and to initiate the process to engage the next working group.

1.0 Background

1.1 Prior Resolutions

At the November 18, 2013 regular Council meeting it was resolved:

1. THAT the proposed amendments to the Community Engagement Committee terms of reference as described in the report dated October 25, 2013 from the Deputy Chief Administrative Officer and Manager, Legislative Services, be approved with amendments to sections 2.2, 4.1 and 5.1 to reflect the opportunity for all of Council to be on the Community Engagement Committee, and that citizen members would participate in
approving membership on working groups, and that quorum be adjusted to reflect the changes to the membership by Councillors;

2. The District’s annual advertising for volunteers for boards and committees to be conducted in November 2013 include a call for volunteers for three citizen members for the Community Engagement Committee for a one year term; and

3. Following appointment of committee members, the committee meet at its earliest convenience to consider proposed amendments to the Guidelines for Working Groups and other duties as set out in the terms of reference.

At the April 15, 2013 Special Council meeting it was resolved:

1. THAT the Committee of the Whole recommend that Council direct staff to review all policy documents related to the Community Engagement Policy and the Community Engagement Committee terms of reference and report back to Council with a proposed plan of action.

1.2 History

The Community Engagement Committee (CEC) was established as a standing Committee of Council on October 16, 2006. Three Council Members (Mayor and two Councillors were appointed to the committee. The first Terms of Reference were approved December 18, 2006.

From 2007 to 2013 the Terms of Reference were amended five times. The most recent terms of reference (November 2013) provided for membership to consist of seven Council members and three volunteers. Since that time the committee has been focusing on its terms of reference, Working Group Guidelines and status of working groups in general.

The Guidelines for Working Groups have been revised on several occasions. The attached guidelines affirm the key role working groups play in citizen led decision making.

2.0 Policy

2.1 Policy

The CEC’s terms of reference were approved by Council on December 18, 2006. Subsequent amendments to the terms of reference were approved by Council as follows:

• April 30, 2007 (Sections 2 and 4 amended)
• June 18, 2007 (Sections 2 and 9 amended)
• July 7, 2008 (Section 4 amended)
- March 1, 2010 (Sections 1 to 4 inclusive amended; new Vision section added)
- November 18, 2013 (Sections 2, 4 and 5 amended)

3.0 Analysis

3.1 Discussion

At the inaugural meeting of the newly constituted CEC meeting on April 14, 2014 Councillor Cameron was appointed as Chair.

The Committee received draft copies of the CEC Terms of Reference, Working Group Guidelines and discussed its proposed work plan. The sub-committee chaired by Councillor Panz and resourced by Alex Tunner and Judith Weymark perfected these documents through multiple meetings and feedback to the CEC.

The CEC 2014 – 2015 Work Plan was approved by the committee on September 8, 2014 (Appendix A).

The Working Group Guidelines were approved by the committee on September 8, 2014 (Appendix B).

The CEC also discussed the progress and status of current working groups which include:

- Invasive Plants Working Group – final report presented by June 16, 2014;
- Field Sports Forum Working Group – final report was presented September 8th; and
- Upper Lands Working Group – provided an interim report to Council on June 2, 2014 and will complete its work in the spring of 2015.

In June – Council received the call for consultants that outlined the proposed process to address the Corporate and Community Energy and Emissions Plan (CCEEP), which is intended to be overseen by a working group. The CEC also considered this document and draft terms of reference for the CCEEP Working Group. Those draft working group’s terms of reference were approved by the CEC on September 8, 2014 (Appendix C).

3.2 Sustainability

The CEC and its oversight of working groups has been our strongest institutional tool for community input and public dialogue.

3.3 Consultation

The CEC work plan acknowledges constant openness and interaction with the public. The working group process which the CEC oversees is structured around community consultation.
3.4 Communications Process

The work of the CEC is conducted in open meetings and all directional documents are brought before the public in regular Council meetings.

4.0 **Options**

As directed by Council

Author: [Signature]

Concurrence: [Signature]

Appendices:

Appendix A: Community Engagement Committee 2014 – 2015 Work Plan
Appendix B: Community Engagement Guidelines for Working Groups
Appendix C: Community and Corporate Energy Working Group Terms of Reference
PREPARED BY

COMMUNITY ENGAGEMENT COMMITTEE

JUNE 16, 2014
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1.0 INTRODUCTION

A basic principle of West Vancouver's municipal governance system is the active involvement of citizens in civic decision making and policy development—"an integrated system of elected officials, municipal staff and citizens". The foremost means for achieving public involvement in the District's governance is through the Community Engagement Committee (CEC) and working groups (WG).

1.1 Background

A key planning policy established in West Vancouver’s Official Community Plan (OCP) (2004) is "to engage our citizens in civic decision-making, and ... empower them to have influence in an effective and inclusive local government process." Similarly, the Community Strategic Plan's vision (2010) is "Collaborative government (to) power the innovations that shape our future."

The council report of October 10, 2006, entitled "Council Advisory Committees and Community Engagement", concluded that the long-standing *advisory committees*, with their "discipline-specific" structure, were "no longer a good fit" with Council's requirement for "issue-specific" analyses and advice. Rather, Council required a system and process which would:

- Comply with the *Community Charter*’s guiding principle of openness;
- Provide for effective community engagement;
- Be designed to deal effectively with specific issues of importance to the District;
- Provide maximum flexibility, and a minimum of rules and formality, for carrying out assigned tasks—as would be the case for tasks assigned to consultants;
- Provide for on-going monitoring and evaluation of the system’s effectiveness.

In 2007, Council established a *Community Engagement Committee* to implement citizen-led *working groups* (Chart #1). In 2013, the CEC’s mandate was expanded to include the optimal functioning of all District community engagement activities.

1.2 Working Groups

Working groups typically comprise 6-10 citizen volunteers, with two chosen as Chair and Co-chair, and one councillor and one staff member. The CEC implements citizen-led WGs by:

- Working with councillors and staff to prepare comprehensive terms of reference;
- Specifying the desired skills and experience of WG citizen members, and appointing those selected;
- Carrying out periodic evaluations of the WG process, based on feedback from councillors, staff, and WG citizen members;
- Ensuring that WGs have the support and resources required to do their work.

The working group system meets Council’s requirements as outlined above—it provides for:

- Complete openness of the WG process;
- WGs composed largely of qualified citizens, representative of the community;
- WGs formed to perform specific tasks, and disbanded upon completion;
- WGs that function "at arm’s length" from Council, and working with great independence under the auspices of, and facilitated by, the Community Engagement Committee.

In his opinion of February 15, 2007, supported by jurisprudence from the Supreme Court of Canada, the District’s solicitor confirmed that:

- Working groups are not "committees" for the purposes of the Community Charter;
- The conflict of interest and statutory procedural rules of the Charter do not apply.
1.3 Citizen Resource Pool

The CEC shall maintain an up-to-date file of citizens interested in being considered for civic governance positions on West Vancouver’s many boards and programs, and in the policy oriented activities of working groups. As well, it will encourage applications from citizens who have not participated in the past. Opportunities for appointment will be advertised, so that any interested West Vancouver resident, business operator or property owner will be encouraged to apply. Personal information collected shall be kept in accordance with the Freedom of Information and Protection of Privacy Act.

1.4 Terminology

To ensure clarity in the use of this document, the following definitions should be noted.

a) Guideline – A guideline is a general rule or principle for determining courses of action. It aims to streamline particular processes according to routine or sound practice. By definition, a guideline implies flexibility in its application, and is not absolute.

b) Chair – Whenever reference is made to the “Chair” of a working group, it implies both the “Chair and/or Co-chair”. The Chair is responsible for the orderly conduct of WG meetings, and for orderly, relevant input from observers at the end of meetings.

c) Meeting – A working group meeting is a scheduled session of the full WG, operating in line with the principles outlined in Sec. 3.0, open to the public as observers.

d) Gathering – A gathering is an informal session or workshop of two or more WG members, where information and ideas are developed, with the outcomes to be reported at a subsequent WG meeting (BC Ombudsperson, Special Report No. 34, Sept. 2012).

2.0 WORKING GROUPS – Implementation, Role, Process

2.1 Implementation

Working groups are implemented by the Community Engagement Committee, with mandates to address and make recommendations about priority issues. The CEC is responsible for appointing the members of WGs, for preparing their terms of reference (may be modified, as work progresses) and for facilitating their operation.

Working groups are:

- Initiated at any time during the year, generally with a view to completing their tasks within a twelve-month period;
- Advisory, with broad representation from the community;
- Voluntary, serving without remuneration;
- Disbanded upon completing their tasks.

2.2 Role

The role of working groups is to elicit citizen input to civic decision making and policy development in a collaborative and open atmosphere, and specifically to:

- Carry out the tasks required by their terms of reference within the time frames agreed—both may be amended in light of findings, as work proceeds;
- Devise solutions and evaluate alternatives for the issues under consideration;
- Outline options and make recommendations for action.

Council’s intent is that working groups should have great freedom and flexibility to carry out their work, as they see fit. WG activities could include compiling information, evaluating alternatives, holding public meetings, conducting discussions, and seeking expert advice—the latter may require an approved budget (Sec. 5.5).
2.3 Process

A working group may be initiated by council, proposed by citizens, by community organizations, or by municipal staff. It may also result from recommendations of the Official Community Plan or council-approved policy.

A working group is implemented by resolution of the Community Engagement Committee, and will operate in line with the principles and expectations outlined in Section 3.0.

The WG Process is shown in Chart #2, and involves the following steps.

- Council will indicate its support for implementing a working group, if it deems this to be desirable and in line with Council’s priorities.
- The Community Engagement Committee then implements the working group, and works in close collaboration with staff to prepare terms of reference.
- The full CEC selects the members of the WG, from among qualified applicants.
- The CEC Chair reports to Council describing the rationale, terms of reference and membership of the new working group. Council may approve, amend, or reject any aspect of the working group, or defer its implementation.
- The working group will begin with at least one orientation session, generally led by the Municipal Clerk and a citizen member of the CEC. During orientation, members will:
  - Get acquainted and select a Chair and Co-Chair from among citizen members;
  - Review the working group guidelines, and the WG’s terms of reference;
  - Prepare an initial work plan (Box-4, Chart #2; Sec. 3.5) and schedule of meetings.
- At the mid-point of its mandate, the working group will prepare a progress report to Council, and review its terms of reference to identify modifications in WG tasks and completion date that may be desirable.
- Upon completion of its assignment, the working group will submit a report of its findings and recommendations to Council.

Having finished its work, the working group will be disbanded by resolution of the Community Engagement Committee. The Mayor and Council Liaison will thank WG members in writing. WG members will be asked to complete a short feedback questionnaire and will have the opportunity to participate in a follow up discussion with the CEC (Sec. 3.6).

2.4 Appointment

The members of WGs are appointed by the full CEC. The primary criteria for selection are:

- Experience, knowledge, and expertise in the subject of interest;
- Ability to reflect community views and needs;
- Diversity among WG members.

Every working group shall, in general, include:

- Six to ten citizens representing a range of interests, selected from qualified volunteers in the citizen resource pool, with a Chair and Co-Chair chosen from among them;
- One council member and one member of staff;
- The CAO or DCAO as an ex-officio member;
- Support of staff resources, and of consultants as may be required.

Since the aim of working groups is to elicit citizen input, and not to promote the views of Councillors or staff, WGs must have strong citizen representation.

Appointment to a working group is normally for one year, or until the group completes its work, whichever is earlier. An individual may serve for two consecutive years on any one WG, and on not more than two working groups simultaneously. WG membership may vary, depending on tasks. Re-appointments will reflect the need for working group stability and continuity.
Chart #1 — Standing Committees and Working Groups

Standing Committees
- FINANCE
- AUDIT
- COMMUNITY ENGAGEMENT
- DESIGN REVIEW
- OTHERS

Working Groups
- 2007: Ambleside Town Centre
- 2008: Neighbourhood Character
- 2009: Value for Services
- 2010: Climate Action
- 2011: Strategic Plan
- 2012: Parks Master Plan
- 2013: Community Website
- 2014: Upper Lands Review
- 2015
- 2016

Results
- Reports & Recommendations to Mayor & Council

NOTES
- Working Groups may include Sub-Groups.
- Some 30 Working Groups were Completed from 2007 - 2014.
Chart #2 — Working Group Process

1. COUNCIL: Indicates Support for a Working Group
2. CEC: Initiates WG - Prepares Terms of Reference & Selects Members
3. CEC CHAIR: Reports to Council on WG Terms of Reference and Membership
4. WORKING GROUP: Orientation Session Prepares Work Plan
6. WG Report: Recommendations & Options to Council

Other
Citizen Groups
Elected Officials
Official Cmty Plan
Staff

Broad Aim

Progress Feedback
3.0 GUIDING PRINCIPLES & Expectations of Working Groups

The Community Engagement Committee will support working groups in carrying out their tasks and in obtaining the resources they need (e.g. expertise, information, material, process), and will monitor and evaluate their progress.

3.1 Basic Principles

The basic principles guiding the operation of working groups are:

- An open process, where input by citizens is welcome and encouraged;
- A positive atmosphere of good faith, integrity, and mutual respect, to provide for a free flow of ideas and constructive discussion;
- Flexibility in carrying out their mandate, with freedom to establish informal "gatherings" of WG members or public sessions for specific tasks within the working group’s mandate;
- Working group members are free (and encouraged) to develop ideas and information informally, outside of formal WG Meetings (Sec. 1.4), with the outcomes of all such deliberations to be reported at a subsequent WG Meeting.

3.2 Consensus and Conduct

Working groups are expected to build toward consensus in formulating and evaluating alternatives, and in making recommendations. Unanimity is not required, nor is voting. In conducting their work, WGs shall maintain:

- A clear view of their purpose and terms of reference;
- A focused, task-oriented, and time-sensitive approach;
- Accountability by each member for the effectiveness of the group as a whole;
- A flexible, "wide open" process, inclusive of all interests in the community.

3.3 Communications

Good communications are essential for motivating and facilitating community participation. Accordingly, working groups shall maintain informative postings on the District’s website, whereby citizens can rapidly "tune-in" to proceedings. The postings shall include:

- The date, time, place & agenda of full WG meetings, with dates also posted on the District’s Community Calendar.
- Concise notes summarizing the key points and results of WG meetings;
- Progress reports, background papers, and other relevant material;
- As appropriate, use of the District’s online engagement website, or other social media, to elicit input from the community.

3.4 Open WG Meetings

Working group meetings (Sec. 1.4) are open to all, which means that the public and press are welcome as observers, sitting at the "periphery" of the WG. At the end of WG Meetings, they may ask questions and offer "points of information", as deemed appropriate by the Chair.

The Chair will explain to observers that:

- The role of working groups is to develop and evaluate options on specific issues, and make recommendations for consideration and decision by Council;
- WG meetings are conducted in a spirit of good faith and respect, so as to foster a free flow of ideas among members, and unconstrained development of options;
• Observers shall similarly exercise good faith and respect, mindful that they are in a working environment, where ideas and findings are in development and are “work in progress”. WG Meetings are not a forum for lobbying, speeches, or demonstrations.

3.5 Records

Working groups shall operate in a business-like manner, with the Chair and Staff Liaison collaborating to maintain concise records of activities, including:

- A work plan outlining the tasks to be done, together with timelines;
- A schedule of meetings, and agendas prepared in advance of meetings;
- Notes of meetings, including the key points discussed, and any conclusions or recommendations;
- Progress reports and relevant working papers.

These records shall be posted on the District’s website in a timely manner, with due attention to confidentiality.

All email communications by working group members involving WG matters shall be copied to the Chair, as a minimum.

3.6 Reporting

Upon completion of the working group’s assignment, the Staff Liaison and Chair shall collaborate to prepare a report. Following review by the working group, the report shall be submitted to the CEC and Council. The working group’s report shall include:

- An understanding and analysis of the issue under consideration;
- An overview of the work done and the process involved;
- The alternatives considered, including minority views;
- Recommendations and options for action by Council;
- Where the recommendations and options have financial implications, these should be identified, with order-of-magnitude estimates.

Working groups are advisory to Council, and any actions resulting from their findings and recommendations are up to Council. However, follow-up meetings will be held with WGs, approximately six months following submission of their final report to Council.

3.7 Feedback, Evaluation & Development

It is anticipated that these guidelines for working groups will evolve over time, in light of experience and changing circumstances. The Community Engagement Committee will collaborate with working groups to:

- Obtain feedback regularly, as work progresses;
- Evaluate results and the WG process upon completion of the assignment;
- Make suggestions for improvement.

A working group shall make a presentation to Council, usually at a council meeting, at the midpoint and upon completion of its work, or as Council may require. In addition, Council may request a workshop with a working group.
4.0 ROLES of WG MEMBERS – Citizens, Councillors, Staff

As noted in Section 2.2, the role of working groups is to elicit citizen input to civic decision making and policy development. WGs are led by a citizen Chair and Co-chair. The WG environment is to be collegial, fostered to encourage free-flowing citizen input. Staff’s role is to facilitate and resource the WG, while Councillors provide context for the WG’s progress relative to Council’s issues and priorities.

4.1 Citizens

The role of citizen members is to represent the diverse views and interests of West Vancouver citizens, and to contribute their expertise, experience and effort to their working group.

Citizen members are expected to be committed to the WG process, and to be prepared to dedicate substantial time and effort to the success of their WG.

The Chair is responsible for the orderly conduct of WG Meetings, and for any orderly, relevant input from observers at the end of meetings.

4.2 Councillors

The role of the council member is to act as liaison between Council and a working group, particularly as regards ensuring that the scope of the WG’s agenda and its progress are aligned with Council’s priorities.

The role includes positive commitment for community engagement generally, making periodic status reports of WG progress to Council (oral or written) and soliciting, where appropriate, Council’s views on the issue being considered by the WG, and that the WG’s scope and progress are aligned to Council’s priorities.

4.3 Staff

The role of the staff liaison is to assist the working group in two ways:

Facilitation and project management

- Supporting the Chair and WG members in fostering and facilitating effective group functioning;
- Obtaining information, facilitating contact with District departments, and arranging for professional advice as required;
- Scheduling WG meetings, preparing agendas, and taking notes at meetings;
- Collaborating with the Chair in preparing reports to Council.

Administrative and clerical support

- Transcribing meeting notes and maintaining the files and logs of WG activity;
- Arranging WG meetings, and communicating with WG members via e-mail;
- Posting on the District’s website meeting agendas, meeting notes, reference material, progress reports and any other material the WG wishes to be publicly available.
5.0 RULES of Procedure

5.1 Meetings

Working group meetings:

- Are open and constructive, and are conducted in a spirit of good faith;
- May rely upon the Community Engagement Committee for support and for advice concerning questions of procedure.

5.2 Public Participation

The public and press may attend working group meetings as observers;

- WGs may receive delegations and presentations, subject to prior arrangement with the Chair.
- The Chair will provide opportunity for members of the public to ask questions and offer points of information at the end of WG Meetings.

Electronic recording of working group’s discussions, decisions or activities may occur with the working group’s permission. Should anyone disrupt or impede a working group meeting, the Chair may expel that individual from the meeting.

5.3 Conflict of Interest

Working group members shall advise of personal conflicts of interest—for example, situations where a member:

- Has a direct or indirect interest in the deliberations, pecuniary or otherwise;
- Is involved in a matter contravening Council’s conflict of interest guidelines.

Where an actual or potential conflict of interest exists, the WG member shall declare it, and explain its nature to the WG. The Chair shall submit the matter to the CEC for consideration.

5.4 Authority

Working groups do not have the authority to communicate with other levels of government, pledge the credit of the District of West Vancouver, or authorize any expenditure to be charged against the Municipality. Members shall not misrepresent themselves as having any authority beyond those delegated by the Community Engagement Committee.

Working groups shall conduct their business in accordance with their terms of reference, and as directed by the CEC. They shall complete their tasks within the time prescribed, or such an extension as may be provided, and report their findings and recommendations to Council.

5.5 Budget

Each working group shall have reasonable use of miscellaneous services, such as photocopying, paper supplies, meeting areas, appropriate refreshments, and other sundry requirements. These are provided primarily through the Staff Liaison and the applicable District division.

Funding requests for studies or public engagement processes must be reviewed by the CEC, and referred to Council for approval.
Purpose

The purpose of this Terms of Reference is to develop clear guidelines for the creation and functioning of a multi-stakeholder Working Group (WG) that will guide development of the District of West Vancouver Community Energy and Emissions Planning (CEEP).

The process will focus on the following areas of community activity:

- **Buildings and Transportation** - The principle sectors from which the vast majority of energy is consumed and greenhouse gas emissions are generated.
- **Land Use** – Land use decisions (e.g. building types, sizes, uses and locations) strongly influence transportation and building energy use and supply opportunities. Land use is also the primary area of responsibility for municipalities.
- **Local Energy Supply** – Energy supply opportunities are typically small in BC, however, with technological change and rising energy prices, there will be more renewable energy opportunities for neighbourhoods and individual buildings/ lots.
- **Solid Waste** – Waste management has GHG and energy dimensions and are is strongly influenced by local government decision making.

A corporate energy plan will be developed in parallel and where synergies exist, the WG will also examine the Corporate Plan. The corporate energy plan addresses District of West Vancouver facilities, fleets and utilities and has been resourced under a Hydro grant for the past two years. The corporate plan will be enhanced with the other municipal activity areas noted above including water and street lighting. The community energy plan will be the main focus, taking its direction from the policies noted below as well as the WG, a staff project team, and broader public and stakeholder engagement.

Background

The CEEP is being developed to address the twin challenges of climate change and energy security in a manner that maximizes opportunity for District residents, businesses and institutions. Key science, resource and policy issues make climate change and energy security important to address today and protect future generations. Moreover, taking action on climate change and energy can advance many priorities shared by residents, businesses and the community.

*Climate Change Drivers:*

Across BC and around the world, individuals, businesses and governments are taking action on climate change. Some climate-related drivers for this Plan:

- BC adopted the Greenhouse Gas Reduction Targets Act in 2007 setting greenhouse gas (GHG) reduction targets for 2020 and 2050 for the province, and, requiring provincial government ministries and public sector organizations to minimize GHG emissions, and become carbon neutral.
- The District of West Vancouver is legislatively required to include GHG emission targets, policies and actions in its Official Community Plans (OCPs) under Bill 27 – the Local Government (Green Communities) Statutes Amendment Act.

- BC's $30 per tonne carbon tax provides an incentive to reduce GHGs and avoid unnecessary spending.

- More than half of Canada's GHGs are generated within municipal boundaries, and local government decisions influence the majority of these emissions.

- West Vancouver will need to confront many climate change impacts. The District is already proactively managing the growing risks of flooding from sea level rise due to melting glaciers. The BC Government estimates diking costs to reduce sea level rise flooding risks across Metro Vancouver to cost $9 billion.

- To avoid the most dangerous consequences of climate change, the Intergovernmental Panel on Climate Change concluded in its Fourth Assessment Report that global emissions need to peak before 2015, with 50-85% reductions below 2000 levels by 2050.

### The Greenhouse Effect & Climate Change

Greenhouse gases such as carbon dioxide, methane, and even water vapour occur naturally in the atmosphere, trapping heat and maintaining a temperature that has been conducive for ecosystems and human civilization to flourish for 10,000 years. This is the natural greenhouse effect.

Burning oil, coal, and gas for energy and clearing forests for cities and agriculture have released an additional 30% carbon dioxide into the atmosphere since the beginning of the industrial revolution. Methane emissions have also increased from livestock and solid waste decomposition in landfills. Increased concentrations of these gases have created an enhanced greenhouse effect.

This greenhouse effect has trapped more heat in the atmosphere, leading to climatic changes such as shifting precipitation patterns and intensifying storms that have resulted in floods and droughts; reduced snow packs, glaciers and sea ice leading to rising sea levels, hydro-electric insecurity; and changing ecosystems. Deep GHG reductions will enable people and the planet to avoid the most serious consequences of climate change.

### Energy Drivers:

Energy pulses through households, businesses, and institutions, sustaining society and the economy. With rising production costs, growing demand, increased legislative action, and its central contribution to climate change, energy is an important issue for governments at all levels. Some key energy-related drivers for this Plan:

- While traditional energy resources will continue to be available for a long time, increasingly complex and burdensome production is projected to increase costs.

- Growing energy demand is also putting upwards pressure on energy prices. Most energy commodities are part of an international or global market place in which demand is projected to increase by half by 2030, according to the International Energy Agency.

- Volatile and rapidly rising energy costs for electricity, natural gas, and transportation fuels is already increasing the challenges of household and business budgeting. Spending in BC is projected to double by 2030, unless action is taken.

- Rapid technological innovation in energy, including high efficiency buildings and building components, renewable energy, and electric vehicles, creates unique energy saving opportunities. Many of these innovations will only be tapped if strategies are deliberately developed to take advantage of them.

- Increasingly frequent updates to the BC Building Code require higher and higher energy performance, challenging local builders and developers, as well as homeowners,
businesses, and building inspectors.

Complementary Priorities:

Well-designed community carbon and energy management strategies can benefit other priorities shared by West Vancouver residents, businesses and institutions, for example:

- Reducing congestion and promoting efficient transportation.
- Encouraging walkable neighbourhoods, and transportation that promotes health.
- Working with builders and developers to meet rapid technological and regulatory change.
- Reducing energy costs for businesses, residents and institutions.

District of West Vancouver Policy and Action:

To confront climate change and reduce energy costs, the District has been steadily improving energy performance in new and existing municipal buildings, managing its fleet to reduce fuel consumption, and enabling green energy generation in facilities and infrastructure. All these efforts are either generating revenue or cutting energy costs, reducing upwards pressure on property tax.

Developing the CEEP is a major effort to enable the broader community to improve energy and emission performance. The District of West Vancouver has passed the following resolutions, laying the groundwork for developing this Community Plan:

- January 2001: Council became a signatory to the Municipal Leaders Resolution on Climate Change and through this resolution resolved to take part in the Partners for Climate Protection Program (PCP). The PCP is the Canadian component of ICLEI's Cities for Climate Protection network, which involves approximately 1,100 communities worldwide. PCP is a partnership between the Federation of Canadian Municipalities and ICLEI (Local Governments for Sustainability).
  - The PCP program outlines 5 milestones to achieve towards an energy efficient and sustainable community: 1: creating GHG inventory; 2: setting targets; 3: developing a local action plan; 4: committing to an implementation plan; 5: implementation, monitoring and reporting on results.
  - The District status is as follows: Achieved Milestone 1 for corporate operations and will be seeking to achieve Milestones 1-3 for community energy planning.
- July 2008: Council unanimously agreed to become a signatory to the BC Climate Action Charter. The Charter commits local governments to plan for compact, complete and energy-efficient communities, and become carbon neutral in their corporate operations.
- December 2009: Council passed resolutions recommending GHG reduction targets of at least a 33% below 2007 levels by 2020, and at least 80% by 2050, as proposed by the province, be considered by the West Vancouver Climate Action Working Group to determine how these targets can be achieved.
- March 2010: Council resolved to receive the Community Climate Action Plan as the first steps toward the OCP amendments required for Bill 27. See plan here.
- April 2010: Council passed a resolution that included approving the OCP amendment.

With these resolutions passed, the Community Climate Action Plan recommended development of a Community Energy and Emissions Plan. A CEEP funding process was initiated in early 2014. On June 16, 2014, Council was updated in a report outlining the scope, schedule and
budget to develop a CCEEP process that includes forming an Executive Steering Committee, Project Staff Team and a Work Group as well as broader public and stakeholder engagement.

Working Group Goal and Objectives

The overall goal of the WG is to guide development of a CEEP that incorporates effective strategies and actions for deep community GHG emissions reductions that support a resilient community and contribute to broader West Vancouver community development priorities.

The WG objectives are to work closely with staff and consultant advisors to:

- Shape development of future scenarios for the District of West Vancouver that will allow the WG, council, staff, other stakeholders and the community to explore energy and GHG emissions.
- Develop strategies to manage energy and GHG emissions across the community in buildings, transportation systems and solid waste. The WG will also consider the central role of land use in influencing transportation and building emissions.
- Provide input into the corporate energy plan, specifically where there are synergies with the Community Plan.
- Deliver interim and final CEEP's to Council.

The WG will develop strategies that respect and are shaped by, while providing direction to other key District planning agendas, notably the OCP, the Strategic Transportation Plan, and solid waste management policies.

The WG will integrate input from Council, staff, consultant advisors, as well as other stakeholders and the community.

Duties

The work of the WG will include evaluation of existing community energy use and GHG emissions, identification of community targets and creation of policies and actions, and an implementation plan.

The process will involve and consider Council, staff, other stakeholders and the public. The attached Working Engagement and Deliverables Summary outlines six phases and highlights the kinds of engagement to be expected over the course of the year long process.

The following table outlines a working process with approximately a half dozen WG engagement sessions over approximately one year.

<table>
<thead>
<tr>
<th>Phase 1</th>
<th>Preparing the Plan</th>
<th>Approve the TOR</th>
<th>Fall 2014</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Review background materials</td>
<td>Fall 2014</td>
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<tr>
<td></td>
<td></td>
<td>Learn about the CEEP process (CCEEP 101)</td>
<td>Fall 2014</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Review and comment on Climate, Energy and Communities Brief prepared for stakeholders and the public</td>
<td>Fall 2014</td>
</tr>
<tr>
<td>Phase 2</td>
<td>Assessing the Situation</td>
<td>Review and comment on situational analysis report</td>
<td>Fall/Winter 2014</td>
</tr>
</tbody>
</table>
Phase 3 Exploring our Future
- Actively contribute to the development of future energy and emission scenarios for the District
- Review and comment on carbon futures paper with the primary objective of helping shape a preferred future
- Review and comment on the design of stakeholder dialogue session

Phase 4 Choosing our Future
- Review and comment on Community E&E Preferred Futures paper
- Review and comment on the design of stakeholder dialogue session

Phase 5 Action Planning
- Review and comment on Community E&E Strategies Paper with Implementation Framework

Phase 6 Final Reporting
- Review and comment on Community E&E Plan (semi final edit)
- Prepare to Present final Plan to Council

Budget
The Working Group is expected to undertake its work during the balance of 2014 to the end of 2015.

A preliminary budget was constructed as part of the RFP/Grant application process (see FCM application).

The anticipated budget is $166,500 comprising:

- BC Hydro $30,000
- Federation of Canadian Municipalities’ Green Municipal Fund $83,000
- Provincial Infrastructure Grant $10,000
- Metro Vancouver funding towards UBC’s Collaborative for Landscape Architecture visualization services $7000
- District of West Vancouver $20,000
- District in kind $16,650

Total $166,650.00
The anticipated expenditures are expected to be allocated accordingly:

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research</td>
<td>$6,000</td>
</tr>
<tr>
<td>Analysis</td>
<td>$40,000</td>
</tr>
<tr>
<td>Stakeholder Engagement (internal + external)</td>
<td>$40,000</td>
</tr>
<tr>
<td>Report Preparation</td>
<td>$40,000</td>
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<tr>
<td>Expenses (CALP, materials)</td>
<td>$14,000</td>
</tr>
<tr>
<td>Other (advertising, engagement costs)</td>
<td>$10,500</td>
</tr>
<tr>
<td>Staff in kind</td>
<td>$16,000</td>
</tr>
<tr>
<td>Total</td>
<td>$166,500.00</td>
</tr>
</tbody>
</table>

**Working Group Operation**

The WG will operate in accordance with the District’s **Working Group Guidelines** and the **Community Engagement Policy** (reference). The group will consist of citizens from a broad range of expertise and community commitment that range across various disciplines, sectors and individual experience.

Membership will include a team of 10 (??) representatives:

- one Councillor
- Eight citizens

Support will be provided to the WG from the following:

- the project manager
- Consulting team lead advisor
- a key staff liaison from the Executive Steering Committee and Project Staff Team

The WG first task will be to ratify a work plan, outlining tasks to be undertaken, responsibilities, and time schedules.

Due to capacity constraints, it may arise that some representatives from key community constituencies, organization or interest areas may not be able to join the WG, however they may be invited to attend specific WG meetings or other stakeholder sessions.

**Attachments**

- RFP14 100 – Corporate and Community Energy and Emissions Plan Consultant
- Working CCEEP Engagement and Deliverables Summary
- Proponent Revised Budget Workplan
- BC Hydro grant funding application
- FCM grant funding application
District References

- Strategic Transportation Plan: http://westvancouver.ca/government/bylaws-strategies-reports/strategies-plans стратегический-транспортный-план
- Parks Master Plan:
  http://westvancouver.ca/sites/default/files/bylaws/PARKS_MASTER_PLAN_FINAL.pdf
- Community Energy and Emissions Inventory (CEEI):
  http://www.env.gov.bc.ca/cas/mitigation/ceei/RegionalDistricts/Metro-Vancouver/ceei_2010_west_vancouver_district_municipality.pdf
- Climate Action Revenue Incentive Program (CARIP):