

**Draft Agenda for the Climate Action Task Force**  
**2-5 pm, Tuesday, October 23, 2018**

**1. Welcome, review of agenda and introductions (2:00 – 2:15) (Brian lead)**

- Each person state a hope and a fear for the process

**2. Review of City objectives (2:15 – 2:25) (Mary lead)**

- Summary of Sept. 18 CATF meeting
- Why is the initiative being pursued?
- What would success look like?

**3. Scoping exercise (2:25 – 3:00) (Mary lead)**

Description: In this part, we will discuss where we place our Task Force, in terms of allocation of effort, when looking at the following spectrums:

- Mitigation / Adaptation
- Short term (“low-hanging fruit”) / Long term (a plan or strategy)
- Technical assessment and planning / Public and political engagement
- Community / Corporate operations
- Role of the City (leader/convener)
- Main deliverable: Strategy (high level) or Plan (more detail)
- Other?

Agenda:

Mary: introduce topic

Malcolm: facilitate group discussion

Goals: By the end, we hope to have more clarity on where we stand as a group in terms of the parameters and boundaries of our climate action initiative. This scoping exercise is as much an educational process as a decision-making process, so education of task force members is a secondary goal.

**4. Community Process (3:50 – 3:55) (Brianlead)**

Description: This is where we discuss how a community goes about developing a Climate Action Plan.

Agenda:

- Brian: introduce topic
- Malcolm: Processes followed in larger global cities; and advice on how Vernon might best approach this
- Peter: Processes followed in smaller Canadian cities; and advice for Vernon
- Malcolm: facilitated group discussion

Goals: By the end, we hope to have more clarity on where we stand as a group on the overall process that we will steer. However, this is as much an educational process for all of us as a decision-making process, so education on the process is a secondary goal.

**5. *Task Force Management Process (3:55 – 4:50) (Mary lead)***

Description: This is where we talk about how our Task Force will manage the selected process. We will look at our two-year term as a starting point. We'll consider the resources we need to bring to bear on the mandate, and the resources available (time, money, expertise, ideas). We'll consider what mix of Task Force member time, staff time, local and external experts, use of community groups, public input, invited input, etc. would be optimal for achieving our goals; and we'll develop a rough schedule for the next two years.

Agenda:

- Mary: introduce topic
- Malcolm and Peter: Advice from other cities
- Malcolm: facilitated group discussion

Goals: By the end, we hope to have sketched in a rough plan for the next two years, particularly for the next year, and the next few meetings.

**6. *Next steps/Wrap up (4:50 – 5:00) (Brian)***

- Summary
- Any outstanding questions
- Next steps