



CLIMATE ACTION ADVISORY COMMITTEE
TUESDAY, JANUARY 21, 2020 - OKANAGAN LAKE ROOM – 3:30 p.m.

AGENDA

1. **ADOPTION OF AGENDA**
2. **ADOPTION OF MINUTES**
 - a) December 17, 2019 (attached)
3. **PRESENTATION** – **Interior Health** – Katrina Lehenbauer, Faith Kwong and Dr. Karen Goodison (30 minutes including questions)
4. **UNFINISHED BUSINESS**
 - a) Climate Action Plan Process and Schedule – Check-in
 - o Planning for future meetings to May 2020
 - o Overview of draft Adaptation Report (to be circulated prior to meeting)
 - o Overview of draft Mitigation Report (to be circulated prior to meeting, if available)
 - o Follow up Workshop to review in both in depth – January 29th 2:30 to 5:00 pm
 - b) Council Update (Staff) – January 13th Council Meeting
 - c) Okanagan Indian Band representative – update
 - d) Other action items (Action Item List attached)
5. **NEW BUSINESS:**
 - a) Draft Climate Action Plan
 - o Review of “Guiding Principles” and “Key areas for Action”
 - o Roundtable discussion on plan organization and content
 - b) Working Group Updates
 - o Mitigation:
 - o .
 - o Adaptation:
 - o
 - o Engagement:
 - o Engagement Strategy input for Climate Action Plan
 - o SD 22 curriculum development – update written submission – Bill Darnell
 - o Youth
 - c) Council Progress Update February 24, 2020

6. INFORMATION ITEMS:

- a) Review of Terms of Reference and Bullying and Harassment Policy (attached)
- b) Jan. 13, 2020 Council Report SD22 Representative (attached)
- c) Jan. 13, 2020 Council Report Compost Pilot Outcomes (attached)
- d) Request for Proposals for Climate Action Plan Consulting Services (attached)

7. NEXT MEETING:

Tuesday, February 18, 2020

8. ADJOURNMENT



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MINUTES OF THE CLIMATE ACTION ADVISORY COMMITTEE MEETING

HELD

WEDNESDAY, DECEMBER 17, 2019

PRESENT: VOTING

Brian Guy (Co-Chair), Science, Technology & Environmental Services
Bill Darnell, Community Stewardship (Co-Chair)
Mayor Victor Cumming (3:36 pm)
Councillor Brian Quiring (3:43 pm)
Alan Gee, Interim Educators
Kevin McCarty, Business & Commercial Services
Melissa Kriening, Youth Member
Ed Wilson, Community at Large Rep

GUESTS: Julia Payson, Canadian Mental Health Association
Jen Comazetto, School District No. 22 Trustee

ABSENT: Ayesha Sheikh, Youth Member
Hayden Catt, Youth Member
Stan Eaman, Health & Social Services
Colleen Dix, Utility Services and Providers

STAFF: Laurie Cordell, Manager, Long Range Planning & Sustainability/Staff Liaison
Daniel Sturgeon, Long Range Planner
Janice Nicol, Legislative Committee Clerk

ORDER The Chair called the meeting to order at 3:34 p.m.

INTRODUCTION OF GUESTS Brian Guy introduced guests Julia Payson, CMHA and Jenn Comazetto from School District No. 22.

ADOPTION OF AGENDA Moved by Ed Wilson, seconded by Kevin McCarty;

THAT the agenda of the Climate Action Advisory Committee meeting for Tuesday, December 17, 2019 be adopted.

CARRIED.

ADOPTION OF MINUTES

Moved by Alan Gee, seconded by Melissa Kreining;

THAT the minutes for the Climate Action Advisory Committee meeting of November 13, 2019 be adopted.

CARRIED.

PRESENTATION – JULIA PAYSON

Julia Payson, Executive Director, Canadian Mental Health Association (CMHA) presented on the mental health implications of extreme weather and climate change. The following points were noted:

- CMHA is one of Vernon's most established charities, opened in 1959
- Operate Crisis Line, Wellness Programs, Residential Facilities, Bounceback, Affordable Housing, Youth Programs, Good Morning Program, Education and Suicide Prevention
- Work towards mental health for all, including people with addictions
- Mental health is defined as a state of well-being in which every individual realizes his or her own potential, can cope with the normal stresses of life, can work productively and fruitfully and is able to make a contribution to her or his community
- There are multiple characteristics of mental health – confidence/self-esteem, balance, life enjoyment, resilience, flexibility and healthy relationships
- Have seen the impact on mental health over past few fire seasons
- We are aware of direct impacts but important to note indirect impacts
- In 2005 'Solastalgia' was defined as distress that is produced by environmental change – can be global or localized
- Solastalgia includes increased rates of depression and anxiety, increased rates of post-traumatic stress, increased use of drugs and alcohol, and increased suicidal ideation
- Phases of disaster reviewed
- Increased rates of PTSD by those impacted by climate change (fires for example), anniversaries are difficult
- In Vernon, there have been increased calls/length of calls to crisis line, isolated seniors unable to leave homes, powerlessness and stress experienced by residents, cases of post traumatic stress, especially in first responders
- Suggestion to establish neighbourhood groups that can build social connectedness, preparedness planning, and provide empowerment opportunities
- Groups can also maintain normalcy, look for helpers and access supports and resources

- Best to take care of the basics – ensuring you are a mentally healthy community, improve overall mental health
- Community resilience is also very important – wellness, access, education and partnership.

UNFINISHED BUSINESS

COUNCIL UPDATE At the December 16, 2019 Council meeting:

- Council added a Committee member from School District No. 22, next step is to formally appoint new member at the Jan. 13, 2020 meeting
- The Staff Report on the Composting Pilot Program will be going to Jan. 13 Meeting
- During Budget discussions – there was approval of a drainage engineer for three year term.

OTHER ACTION ITEMS none

SUPPORT REQUEST – AMANDEEP SINGH

Moved by Ed Wilson, seconded by Bill Darnell;

THAT the Climate Action Advisory Committee supports the concept of neighbourhood scale retrofits, as summarized by resident, Amandeep Singh in his letter dated December 9, 2019, and recommends that Council also support this climate change initiative.

CARRIED.

NEW BUSINESS:

CLIMATE ACTION PLAN PROCESS – CHECK-IN

The following update was provided:

- In process of finalizing adaptation component with targeted stakeholders, a draft plan is expected by January 17. There may be opportunity for the Committee to review at the next meeting
- GHG mitigation report from CEA expected in early January
- Climate Action Plan RFP underway – eight submissions received to date.

CLIMATE ADAPTATION MINI WORKSHOP

Daniel Sturgeon reviewed the impact and actions review and refinement. The following points were noted:

- Have reached out to other stakeholders for input on draft adaptation actions, feedback will be summarized and sent to consultant for finalization of draft adaptation report
- The Committee was requested to email input to Daniel by Dec 23, 10 am
- Review of future state, climate projections and examples of potential impacts – warmer drier summers, warmer winters, increased precipitations and longer growing seasons
- Easy to come up with actions – the Committee was request to notify Daniel if the is something missing? Details will follow via email. Are impacts accurate and appropriate or do they need more detail? Are there any missing impacts?
- Some typeps of invasive species may need to be accepted or we could potentially be fighting a losing battle, may need to embrace as some impacts are quite specific to region
- Suggestion to add an infrastructure column/implications, impact is unknown as design methods are uncertain
- City need to consider climate change with existing infrastructure plans
- Suggestion to make the impacts understandable to community members, explaining why current weather conditions are a negative – cause/effect – ensuring the messaging is translated in a digestible way
- Add actionable impacts with reference to mental and social health
- Public awareness and education campaign, include increasing insurance costs
- Include CMHA slide on mental health stages
- City need to develop recovery plan that includes business continuity
- Under water supply section – migration to a shift of water intakes - from high elevations to Okanagan Lake
- Need to consider climate migrants as we live in a desireable location
- Need to include impact to youth and combine resources – School Distrct and City
- The Committee would like to see draft table of contents, concern that the Committee would like to more involved in the Climate planning process
- Staff suggest to wait on developing a Table of Contents/Overview until the Consultant is hired as they will be drafting the outline
- Discussion on content can be included on the agenda at the next Climate Action Advisory meeting.

Top three Impacts/Actions:

- Need to have a category for lakes and ski hill - the core of Vernon
- Flood and drainage – increase of road debris into lake and possible contamination of drinking water – as a way to tell the story of impacts
- Parks and urban forests – rail trail and mountain biking – what would be the impacts – not able to use forest in hot, dry conditions – Kal Lake and Ellison, Grey Canal. Important to also note erosion and land slip
- Preserving natural habitat – needs to be overarching comment on low carbon vs. high carbon
- Communication strategy – actions that individuals can plug in within the existing curriculum, do not make it overwhelming such that an expert is required.

**WORKING GROUP
UPDATES**

Mitigation

- See above.

Adaptation

- See above.

Engagement

SD 22 curriculum development

- Being developed with funding and committee meetings in January and February.

SD22 delegation November 20

- Well received, great job as Board is more aware of climate change
- Great that group stayed for decision component of trustee meeting.

Climate Ambassador Program

- Next step for ambassadors and engagement overall
- Need to address all income groups in Vernon.
- Earth Day April 22, 2020, 50th Anniversary

Youth

- Lunch sessions not having attendance – plan to review options to get youth involved.

INFORMATION ITEMS:

- None

NEXT MEETING The next regular meeting of the Climate Action Advisory Committee will be held on Tuesday, January 21, 2019 at 3:30 p.m.

ADJOURNMENT The meeting of the Climate Action Advisory Committee adjourned at 5:43 p.m.

CERTIFIED CORRECT:

_____ Co-Chair

_____ Co-Chair

High Level Schedule for remainder of CAP Development

January to May 2020

This is based on the information in the RFP to the consultants.

At the January 21st meeting we will be reviewing all committee meetings and plotting out review timing and dates – these will be integrated after that meeting.

Task	Leader	Outcome/Deliverable	Timing
Develop comprehensive Engagement Strategy	Consultant staff	Refine the City's existing Climate Action Planning engagement strategy in cooperation with CAAC	January
Develop CAP report scope, and briefly review draft Mitigation and Adaptation reports	CAAC	Workshop on CAP scope and contents Feedback to consultants to help finalize their reports	January 21 (CAAC meeting)
Comprehensive review of draft Mitigation and Adaptation reports	CAAC Staff consultants	CAAC review and final comments on these two reports	January 29 workshop
Compile Backgrounder Summary	Consultant staff	Consolidate and integrate background documents, reports, relevant bylaws, and information into a concise backgrounder summary report that covers both climate change adaptation and climate change mitigation.	January
Implement Community Engagement Strategy	Consultant staff/CAAC	Organize and facilitate Community Workshops, and other engagement strategies as necessary. Estimate four (4). CAAC will help deliver these. Note for CAAC – these dates are in addition to those listed in the table.	January, February, March, April
February CAAC Meeting	CAAC Staff	Review of status – critical input as identified closer to date	
Presentation to COV Council	staff	Update to Council on status of CAP and outcomes of Adaptation and Mitigation technical reports.	February 24
Confirm GHG reduction targets	Consultant staff	If needed, refine draft GHG reduction targets based on stakeholder feedback.	Mid-March

Confirm Action Pathways and Categories for both Mitigation and Adaptation components	Consultant staff	Develop appropriate actions organized in categorical theme areas. Perform approximate life cycle cost analysis for Mitigation actions – i.e. develop estimates of capital cost and operational savings over life of the CAP for each action.	January – end March
Analyze data and prepare visual aids	Consultant staff	Develop all necessary calculations, tables, graphs, and figures for inclusion in CAP, and list assumptions.	February – end March
Review CAP progress to date	CAAC	Confirm final GHG reduction targets (short, medium, long-term) Review mitigation and adaptation actions in the CAP, and financial information	March 17
Prepare draft CAP document	Consultant staff	Draft Climate Action Plan document	April 10
Review draft CAP	CAAC	Review draft CAP Plan Council presentation scheduled for May 11	April 14
Finalize CAP document	Consultants staff	Final draft CAP document	April 24
Review final CAP document	CAAC	CAAC review and final comments on the final CAP document developed by consultant and staff Resolution from committee to Council of support/conditional support or non-support	April 28 (special meeting)
Prepare presentation and deliver final CAP to Council	staff	CAP consideration by Council	Council report deadline – April 30 Council May 11
Create public version of final CAP document	staff	Organize, layout, copy-edit, including graphics and photos	Late May

CLIMATE ACTION ADVISORY COMMITTEE - TRACKING SHEET

MEETING DATE	ACTION ITEM	ASSIGNED TO?	COMPLETION DATE OR STATUS
3-Apr-19	Draft Vision documents sent out to Committee for feedback	Laurie	Completed
3-Apr-19	Guiding Principles to be shared with Committee	Laurie	Completed
3-Apr-19	UN Global Compact Presentation	Colleen Dix	Scheduled for June 4, 2019 meeting
3-Apr-19	Develop scope of work for Mitigation Plan and circulate to sub-committee	Laurie	Completed
3-Apr-19	Adaptation data from RDNO to be sent out to Committee	Laurie	Completed
3-Apr-19	Spreadsheet with possible names/emails for Engagement component to be prepared and shared with Engagement sub-committee	Colleen Dix	Completed
3-Apr-19	Review slideshow and finalize Target Audiences and Ambassadors	Community Engagement Sub-Committee	Completed
8-May-19	Meet with CAO to obtain list of Quick Wins already completed or underway	Laurie/Kim	Completed
8-May-19	Draft Vision documents and Guiding Principles to be sent out via Sync	Laurie	Completed
8-May-19	Review by some Committee members of Mitigation RFP	Laurie/Key Committee Members	Completed
8-May-19	Draft of Committee comments to be send to Adaptation Consultant	Laurie	Completed
8-May-19	Comments for Adaptation Consultant to be forwarded to Staff Liaison (Laurie)	Brian Guy	Completed

8-May-19	Reminder to be sent out to teachers for student artwork by May 31	Laurie	Completed
8-May-19	Website to be populated with presentations/information	Laurie/Eva	Completed
8-May-19	Building Climate Resilience' to be discussed at next meeting	Janice	Added to June agenda
8-May-19	Slideshow to be presented to Council?	Laurie	Completed, will go to Council as information item
4-Jun-19	Global Compact Canada website link to be sent to Committee. Docs to be uploaded to SYNC	Janice/Laurie	
4-Jun-19	Investigate costs, expectations, etc of joining Global Compact Programme for July meeting	Laurie	
4-Jun-19	Connect with Real Estate Board to see if they have additional copies of 'Building Climate Resilience'	Laurie	Completed - copies received
4-Jun-19	Follow up with Mayor on meeting with OKIB	Laurie	Completed - Mayor continues to provide update on status at each meeting
4-Jun-19	Follow up with Mayor on meeting with Stan Rodgers/SD22	Stan Eaman	Completed
4-Jun-19	Display students' youth engagement submission at June 24 COW	Laurie	Completed
9-Jul-19	Mitigation sub-committee to review CARIP report and list priorities	Mitigation sub-committee	Completed
9-Jul-19	Info items from UN Global Impact presentation to be uploaded to SYNC	Rushi	
9-Jul-19	Comments for adaptation or mitigation to Brian Guy	All Committee members	Completed

9-Jul-19	August workshop - 4 hr for Committee	Laurie	Completed
13-Aug-19	Laurie to meet with Mayor, Will, Brian, Kevin, Bill, Kim	Laurie	Completed
9-Sep-19	Youth Working Group to draft its scope and role	Youth Working Group	Under reconsideration
13-Nov-19	Earth Day - April 22, 2020 - Bring RDNO and SD22 together	Bill Darnell	
13-Nov-19	Submit input to Daniel on vulnerability ratings	All Committee members	Time passed
	Set up workshop for next meeting on Plan content	Laurie / Daniel	Completed



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TERMS OF REFERENCE

Committee Name: Climate Action Advisory Committee

Type: Select

Approvals/Reviews/Amendments

POLICY/AMENDMENT APPROVED BY:	DATE OF COUNCIL MEETING:	SECTION AMENDED
<i>"Akbal Mund"</i> MAYOR	January 22, 2018	ORIGINAL POLICY
<i>"Victor I. Cumming"</i> MAYOR	February 25, 2019	Change from Task Force to Advisory Committee, add one representative from Okanagan Indian Band
<i>Victor I. Cumming</i> MAYOR	March 25, 2019	Youth representative (may be up to three youth with one vote) and add one non-voting teacher position to support the Youth members
<i>Victor I. Cumming</i> MAYOR	December 16, 2019	Add one voting School District No. 22 Board representative

1.0 Mandate

The mandate of the Climate Action Advisory Committee (CAAC) is to provide recommendations to Council on policies and strategic initiatives that relate to climate change mitigation and adaptation.

2.0 Objectives

The Committee will undertake the following responsibilities and activities:

- 2.1 Review and provide recommendations for Council's consideration regarding climate change mitigation and adaptation programs, initiatives and goals with due consideration of City policies and plans.



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- 2.2 Review and provide recommendations for Council's consideration regarding greenhouse gas (GHG) emission reduction targets, implementation strategies and initiatives, with potential consideration for future inclusion in the Official Community Plan or alternative strategic plans.
- 2.3 Identify and advise on ways to grow community climate action awareness.
- 2.4 Provide a forum for dialogue and information sharing related to climate action.
- 2.5 At Council's request, provide recommendations on additional matters related to climate change mitigation and adaptation.

3.0 Membership

- 3.1 The CAAC shall be comprised of ten (10) voting members appointed from the following categories:
 - a) Science, Technology and Environmental Services
 - b) Community Stewardship Representatives (especially those with interest in climate action, mitigation and adaptation)
 - c) Health and Social Services
 - d) Educators and Educational Institutions
 - e) Business and Commercial Services
 - f) Utilities Services and Providers
 - g) Community at Large
 - h) Okanagan Indian Band Representative
 - i) Youth (up to three youth, with one vote for the position)
 - j) School District 22 Board
- 3.2 In addition to the ten (10) voting members appointed from the above categories, the CAAC membership will include one voting member of Council and one alternate.
- 3.3 Non-voting members that will attend the CAAC meetings, to provide advice, information or other services include:
 - a) City of Vernon Community Infrastructure and Development Division representative, or designate.
 - b) City of Vernon Operation Services Division representative, or designate.



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- c) One teacher to support the Youth members.
- 3.4 As per the City's Corporate Policy "*Council – Committee Structure*", each organization represented on the Advisory Committee may designate an alternate to attend in the event that the representative is unable to do so.
- 3.5 The Climate Action Advisory Committee shall have a term of up to two years and shall provide its recommendations, as outlined in Section 2.0 of this terms of reference, to Council within that term.

4.0 Operations of the Task Force

4.1 Meeting Schedule

The CAAC will meet 4 – 6 times per year, though special meetings over and above the regular meetings may be called by the chair.

4.2 Delegations

The CAAC will allow delegations, subject matter experts, or qualified professionals at task force meetings upon approval by the chair and staff liaison.

4.3 Meeting Procedure

The CAAC shall conduct meetings in accordance with the Council Procedure Bylaw.



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Corporate Policy

Section:	Human Resources	
Sub-Section:		
Title:	Bullying and Harassment	

RELATED POLICIES

Number	Title
	Replaced Harassment Policy

APPROVALS

POLICY APPROVAL:	AMENDMENT APPROVAL:	SECTION AMENDED
Approved by: Mayor: "Akbal Mund" Date: December 14, 2015	Amendment Approved by: Mayor: "Akbal Mund" Date: December 18, 2015	Amended due to compliance Workers Compensation Bill 14

POLICY

The policy of the City of Vernon is to provide and maintain a workplace that is free from discrimination, bullying and harassment, not only in relation to the specific conduct prohibited by the British Columbia (BC) Human Rights Code, but regarding any form of personal bullying harassment which may reasonably cause embarrassment, insecurity, discomfort, offence or humiliation to another person or group.

The City of Vernon is committed to a professional working environment where employees, contractors, elected officials, committee volunteers, and students working on behalf of the City or present within the City's facilities and programs, are treated with respect and dignity.

This Policy will apply to the resolution of all internal informal or formal complaints brought forward or filed pursuant to this Policy.

The procedures set out within this Policy will also apply to any and all City of Vernon investigations conducted in response to external discrimination/harassment/bullying complaints filed with WorkSafe BC, the Human Rights Tribunal or otherwise.

DEFINITIONS

Parties

Parties are the Complainant(s) and Respondent(s) directly involved in a Complaint and may include: employees (unionized and excluded), contractors, elected officials, committee volunteers, and students.

Complainant(s)

Complainant(s) are those individuals making a Complaint and seeking recourse in relation to this Policy.

Respondent(s)

Respondent(s) are those individuals alleged to have violated this Policy.

Bystanders

Bystanders are third parties who have witnessed behaviour that, in their view, potentially constitutes a violation of this Policy. Bystanders should report their concerns in accordance with Step 2 of the informal processes set out below.

Bystanders are not Parties to a Complaint. However, they may be interviewed as witnesses in the event there is a formal investigation into their concerns.

Witnesses

Witnesses are individuals who have direct knowledge of or involvement in any matter or incident that potentially relates to a Complaint brought forward or filed pursuant to this Policy.

Complaint

A concern or Complaint regarding any of the potential behaviour as defined below that requires a solution that is brought forward for the purposes of obtaining a resolution.

Prohibited Grounds

Conduct or commentary that is based, in whole or part, on any of the following 13 grounds: race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sex, sexual orientation, age or unrelated criminal conviction.

Respectful Conduct

Respectful workplace conduct incorporates courtesy, civility, consideration, and compassion. It is an approach which actively respects individuals by avoiding unnecessary behaviours which would reasonably be considered to have a negative impact on others. It involves taking responsibility for one's behaviour/conduct in the workplace.

A workplace disagreement or difference of opinion is not by definition disrespectful. The manner in which a disagreement is described, discussed or resolved will determine whether or not the conduct is respectful.

Examples of Respectful vs. Disrespectful Behavior

Violations of this Policy will be determined on an objective and case-by-case basis, having regard to the overall circumstances of each Complaint, including the particular timing and context of the event(s) in question. This commonly will be determined after receiving information from the Parties and Witnesses. However, for illustrative purposes only, some examples of respectful versus disrespectful behaviour could include the following:

- Quiet and calm communication which focuses on the issues rather than personal characteristics of the individuals involved vs. loud, profane, name-calling, and abusive language that may also focus on personal characteristics.
- Expressing and resolving disagreement in a calm and professional manner vs. insulting or belittling others through personal attacks, sarcasm or through non-verbal behaviour that may include repetitive eye-rolling, loud sighing, disrespectful

facial expressions, shunning, stone walling discussions, walking out of discussions prematurely, or making physical or psychological threats.

- Addressing issues and concerns regarding work performance or misconduct in a confidential, discreet manner through responsible managers vs. engaging in gossip, rumours, speculation or criticism of an individual to others or discussing issues in front of individuals who do not need to be a part of the discussion.
- Sharing information required to deliver services effectively vs. repeatedly ignoring questions or requests for information or deliberately failing to provide necessary/helpful information.
- Responding to on-call pages in a timely fashion vs. not being accessible or responding to pages when on-call.
- Written communication made in a respectful professional manner vs. unprofessional comments made about colleagues or co-workers.

Discrimination

Discrimination is adverse differential treatment of an individual or group, whether intended or not, on the basis of race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sex, sexual orientation, age or unrelated criminal conviction. Discrimination of this nature imposes burdens or obligations on an individual or group that serves no work-related function. It is important to note that such conduct is not only a breach of this Policy; it may also be a breach of the BC Human Rights Code.

Discriminatory Harassment

Discriminatory harassment is a form of discrimination and is also contrary to the BC Human Rights Code. Discriminatory harassment is abusive, unfair, offensive, or demeaning treatment of or disrespectful/disruptive conduct towards a person or group of persons related to their race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sex, sexual orientation, age or unrelated criminal conviction that a reasonable person would know or ought to know or would:

- have the effect of interfering with an individual's work or participation in work related activities; or
- create an intimidating, hostile or offensive environment for work or participation in a work-related activity.

Examples of Discriminatory Harassment:

- Teasing, joking, taunting, insulting or criticizing a person, directly or indirectly, verbally or in writing, based on his or her prohibited grounds (e.g. race, gender, age). This may include commentary regarding their ability to communicate clearly, physical appearance, work style, and level of intelligence.

Sexual Harassment

Sexual harassment is disrespectful/disruptive conduct of a sexual nature made by a person who knows or ought to reasonably know that such conduct or comment is unwanted or unwelcome; or an expressed or implied promise of a reward for complying with a request of a sexual nature; or an expressed or implied threat of reprisal for refusal to comply with such a request; or disrespectful/disruptive conduct of a sexual nature which is intended or reasonably would be known to create an intimidating, hostile or offensive environment.

Examples of Sexual Harassment include:

- verbal abuse or threats of a sexual nature;
- unwelcome remarks, jokes, innuendoes or taunting of a sexual nature;
- displaying of pornographic or other offensive pictures;
- unwelcome and/or repeated sexual invitations or requests;
- leering or other inappropriate sexually oriented gestures;
- unnecessary physical contact such as: touching, patting or pinching;
- sexual assault (this may also be a criminal matter);
- negative comments that are gender-based, and
- repeated behavior that a person has objections to and is known or should reasonably be known to the offender as being unwelcome.

Personal Harassment

Personal harassment is any behavior, including disrespectful/disruptive conduct by a person directed against another person that a reasonable person would know or ought to know would cause offence, humiliation or intimidation, where the conduct is not carried out in good faith and serves no legitimate work-related purpose.

Examples of Personal Harassment:

- swearing, yelling, or making derogatory gestures or comments to or about another individual;
- engaging in embarrassing practical jokes, ridicule, or malicious gossip;
- verbal or physical threats or physical assault.

Bullying

Bullying is any repeated or systematic physical, verbal or psychological behaviour including disrespectful/disruptive behavior, which would be seen by a reasonable person as intending to belittle, intimidate, coerce or isolate another person.

Note: Personal harassment and/or bullying does not include social banter in the workplace that is objectively viewed as acceptable in tone and content. Nor does it include actions occasioned through the good faith management of the employment relationship, including decisions related to hiring, selection, performance evaluations, and progressive corrective discipline, provided that such decisions are made and implemented in a manner that is respectful of those involved. <http://www2.worksafebc.com/Topics/BullyingAndHarassment/RegulationAndGuidelines.asp?ReportID=37223>.

Methods of Communication

Inappropriate communication that may violate this Policy may be transmitted in person, on the phone, and in writing, through email, texts, Facebook, Twitter and other social media messaging, and otherwise. Potential violations may consist of inappropriate communication made to a person and/or communication made about a person to others.

Fairness

Parties, Bystanders, and Witnesses have a right to fair treatment in the consideration and adjudication of complaints and concerns under this policy. Fair treatment includes the right to:

- bring forward their concerns pursuant to processes within the Policy within a timely manner;
- being informed in a timely manner of Complaints made against them;
- an impartial and objective consideration and evaluation of the circumstances, through informal or formal intervention;
- confidentiality to the extent possible in the circumstances, including the avoidance of gossip, rumours and speculation by Party(ies), Witness(es) or others within the City;
- protection to any Party(ies) or Witness(es) from retaliation for participation in processes under this Policy
- being effectively informed of the outcome of any formal intervention;
- union representation for unionized staff; and
- other representation, for excluded staff.

Confidentiality

All Bystanders, Witnesses, and Parties involved in a Complaint or in the informal/formal resolution of a Complaint, are expected to keep matters related to a Complaint confidential. This includes managers and supervisors who are privy to the Complaint or Complaint resolution process.

An established breach of confidentiality regarding a Complaint or Complaint resolution process shall be considered an independent violation of the Policy (regardless of the merits or conclusions regarding the Complaint) and may result in discipline.

Any allegation or Complaint under this Policy will be considered personal information supplied in confidence for the purpose of Section 22(2) (f) of the *Freedom of Information and Protection Privacy Act*. The names of those involved in the Complaint shall not be disclosed to any person except where necessary for the purpose of fairly investigating and determining the outcome of the complaint.

The substance of investigative reports and the substance of meetings held by those in authority to make decisions in relation to a Complaint, regardless of whether it is substantiated, will be protected from disclosure to third parties in accordance with Section 19 of the *Freedom of Information and Protection Privacy Act*.

Complaint Resolution

Complainants are encouraged to resolve Complaints/concerns with others as soon as they arise using the informal process set out below, unless it is clearly inappropriate in all of the circumstances.

Without limiting its application, the informal resolution process is commonly used in circumstances where the alleged concern/conduct appears to be: (a) non-repetitive (a 'one-off' discussion/interaction); and (b) relatively minor in severity or seriousness, considering its content, potential impact on the individual and/or the safety/health of the overall organization.

Although the Complainant(s) may indicate that he/she prefers the informal process, the City of Vernon may at any time exercise its discretion to initiate a formal process based upon its overall review of the circumstances.

PROCEDURES

Informal Processes

Step 1 – Resolution (Informal Conversation)

Wherever reasonable, the Complainant(s) should address the person with whom he/she is having difficulty (the Respondent(s)) in a direct and discreet (confidential) manner as soon as possible following the incident.

If the Complainant(s) is not comfortable taking this step, or if the Complainant(s) has done so without success, then the Complainant(s) should proceed to the next step.

Step 2 – Resolution (Manager/Designate Involvement)

The Complainant(s) or Bystander(s) should approach his/her manager or director with his/her concerns including particular examples of inappropriate statements or verbal or non-verbal behaviours by the Respondent(s), dates, times, witnesses, and as much detail as possible. This should be done as soon as reasonably possible following the incident/behaviours. The manager or director should contact Human Resources.

If the Complainant(s) or Bystander(s) is uncomfortable approaching any of these individuals, or if the individuals are the Respondent(s) or if the individuals are perceived by the Complainant(s) to be part of the problem, then the Complainant(s) or Bystander(s) can speak to Human Resources.

Human Resources will review the concern and where appropriate should directly or indirectly facilitate a resolution in a manner that it considers most effective and reasonable considering all of the circumstances.

Interventions by managers or directors, Human Resources in Step 2 may include one or more of the following possibilities (or other similar interventions):

- meeting separately with each person involved in the concern to discuss and investigate the situation;
- meeting together with the persons involved to facilitate a discussion aimed at understanding and resolving the issue in a practical, non-punitive manner or mediating a solution that works for all Parties;
- coaching one or more of the Parties (verbally or in writing) on workplace expectations regarding appropriate workplace behavior or performance;
- recommending or applying progressive discipline when warranted i.e. based on the findings and severity of the misconduct found;
- engaging the support of Human Resources to assist with Step 2 processes, or
- engaging an external third party facilitator or mediator to work with the Parties and others involved to achieve a confidential, practical and mutually agreeable

resolution to outstanding concerns without making findings against any Parties (Mediation).

The above noted intervention/preliminary investigation should be completed on or before 30 days after the final interview. The time-lines will be reasonably extended at the request of the lead investigator based on a number of factors, including extenuating circumstances or complexities surrounding a particular investigation/intervention.

If, at the outset of or at any time during the Step 2 process, the individual who receives the reported Complaint/concern concludes that, given the severity of the behaviours alleged in the Complaint, including their potential physical or psychological impact on the Complainant(s) or other employees at the City of Vernon, a formal investigation is warranted, then the matter should be immediately referred to Step 3 of the Policy for investigation and resolution.

Formal Processes

Step 3 – Investigation

The formal process involves an objective investigation of a written Complaint/concern that has been brought forward to Human Resources, the Complaint.

Once the Complaint has been received by the immediate supervisor, manager, or Human Resources representative; the Complainant(s) will be asked to complete a formal Complaint form. This form seeks the following details:

- Complainant(s) name and position;
- name and position(s) of the Respondent(s);
- address or location where the incident occurred;
- detailed summary of all of the specific incidents or examples of behavior that have led to the filing of the Complaint;
- date(s) and time of each incident;
- names of the individual(s) alleged to have engaged in the unacceptable conduct;
- details of the Complaint(s) – that is, the specifics of what was said or done to the Complainant(s) to have triggered the Complaint;
- identity of any potential witnesses;
- impact of the behaviour on the Complainant(s); and
- steps taken, though Steps 1 or 2 of the Policy, to address the Complaint and the outcome of those processes.

The Complainant(s) must sign and date the Complaint and send to the designated individuals set out above by either:

- envelope marked **Confidential**; or

- scanning the signed complaint and sending it via email indicating **Confidential**.

The filing of a formal Complaint does not mean that a formal investigation will automatically be conducted. The manner in which a Complaint is resolved will be determined by the City, following consultation with the Parties, and will depend on a number of factors, including the nature, extent and severity of allegations brought forward by the Complainant(s) and the history of circumstances leading up to the filing of the formal Complaint.

Following this review, the individual(s) who receives the Complaint may take one of the following steps:

- refer the matter back to Step 2 to resolve the matter through informal processes;
or
- assign an internal or external Investigator to conduct a formal investigation of the Complaint.

Appointment of Investigator

Factors that the City will consider in determining whether to retain an internal or external investigator may include: the overall complexity of the facts/law related to the Complaint; the Parties to the Complaint, the anticipated length of time necessary to conduct the investigation; the potential severity of the outcome(s) of the investigation in relation to the Respondent(s) should the Complaint be substantiated; and any other relevant circumstances.

Internal investigators shall have sufficient prior experience and/or training in conducting workplace investigations and shall have no previous involvement in the facts/circumstances giving rise to the Complaint.

External investigators shall be appointed by the Director, Human Resources, in consultation with the Chief Administrative Officer (CAO) and at his/her discretion.

Time Limits

The time limit for making a formal complaint is within six (6) months from the date of the last incident. This is consistent with the time limits noted in the BC Human Rights Code.

Interim Measures

It may be necessary to take interim measures, such as transfers/leaves/restrictions on contact or communication while a Complaint is being investigated. Such measures will be precautionary, not disciplinary.

Mediation during the Formal Process

Where appropriate, mediation is available to Parties to try to resolve the Complaint at any point during the process. Any ongoing investigation will be suspended during mediation and will resume if mediation is unsuccessful.

Unless explicitly agreed to by the Parties in writing, the investigator shall not act as the mediator and shall have no communication with the mediator regarding the Complaint at any time.

Withdrawal of a Formal Complaint

At any time during the course of an investigation of a formal Complaint, the Complainant(s) may choose to withdraw his or her Complaint without penalty so long as the Complaint was filed in good faith. In such circumstances, there should be no indication of the complaint in the personnel files of the Complainant(s) or Respondent(s).

The Investigation Process and Role of the Investigator

The investigator will take a reasonable amount of time to conduct the investigation to interview the Parties and relevant Witnesses and obtain and review any potentially relevant documents.

The investigator will prepare a report of investigation outlining his/her findings and conclusions and submit the report to the relevant Human Resources Representative.

The findings and conclusions may relate to both the conduct at issue and the medical/emotional/financial impact of the conduct on those involved.

The investigator may include recommendations in the report of investigation, where applicable and if requested by the City.

The City will advise both the Complainant(s) and Respondent(s) of the findings and conclusions of the investigation and any recommendations related to their conduct, through a written summary of the report. Other Parties involved in the complaint (Witnesses and others) will be advised that the investigation has been concluded (without being provided any further information).

Appeals

Within 15 days of receiving a summary of the report of investigation, either Party(ies) may file an appeal with the City.

The appeal shall be based upon and restricted to, specific concerns related to the investigative process. The appeal shall not constitute an avenue in which to re-investigate the Complaint.

The CAO shall review the report of investigation to evaluate the fairness of the process and has sole discretion to take further action based upon his/her review.

The decision of the CAO is final.

Complaints involving City's Chief Administrative Officer, the Mayor or Members of City Council

External Investigator

Complaints brought under this policy against the Chief Administrative Officer, the Mayor or Members of City Council shall be presented to an external investigator with expertise regarding matters covered under this policy.

The external investigator will be retained by and will report directly to the Mayor and Chief Administrative Officer in cases involving the Members of Council. In cases involving the Mayor, the external investigator will be retained by and will report directly to the Chief Administrative Officer. In cases involving the Chief Administrative Officer, the external investigator will be retained by and will report directly to the Mayor.

Outcomes

General Outcomes

Once the appeal period has expired or the appeal has been concluded, the City will inform the Complainant(s) and Respondent(s) of its final implementation plan based upon the report of investigation.

Part of the implementation plan may include processes similar to those set out in Step 2, in order to help rebuild/repair the relationships.

Outcomes that may be included in the implementation plans include one or more of the following:

- oral and/or written apology from the parties;
- adjustments to the workplace environment;
- coaching of expectations – verbal or in writing;
- medical assessment referrals;
- training;
- transfers to a different department; and/or

- institution of formal discipline and disciplinary processes, up to and including suspension/removal from premises for contractors, visitors and volunteers; and
- mediation.

Discipline in accordance with Corporate Policy may arise if such action is warranted based on the severity of the findings/conclusions of the investigation.

The Complainant(s) and Respondent(s) will only receive information relevant to their role in the final implementation plan; they will not be privy to recommendations related to the other Party(ies).

Outcomes

City management will determine and implement specific consequences and remedies that are reflective of and relevant to the investigative findings/conclusions within a reasonable period of time after receipt of the report of investigation.

Any Party(ies) who disagrees with the nature/extent of action or disciplinary action imposed by the City as a result of the investigation should access the usual grievance/appeal process set out in the relevant collective agreements and City of Vernon policies.

Other Important Points

Malicious/Vexatious/Frivolous Complaints of Misuse of the Policy

In circumstances where a Complaint is found to have been made in bad faith or determined to be vexatious, frivolous or a general misuse of the Policy, the Complainant(s) may face similar outcomes as a Respondent(s) as set out above (ie. Interventions ranging from coaching to formal disciplinary intervention).

This section of the Policy may apply to filed Complaints as well as any circumstances in which individuals repeatedly threaten to file Complaints against others in order to achieve similar ends.

A Complaint, or threatened Complaint, will be deemed to have been made in bad faith when, considering all of the circumstances surrounding the complaint including its timing and context, the Complaint was found to have been made solely in an attempt to:

- influence or overturn decisions related to the Complainant's employment;
- intimidate, threaten or cause trouble to the Respondent(s);
- create a hostile or intimidating workplace environment for others, including the Respondent(s); or

- create a potential personal benefit or entitlement to the Complainant(s).

Misuse of the Policy may include unreasonable, repetitive filing of Complaints or concerns that are consistently found to be unsubstantiated.

In circumstances where a Complaint has been found to be malicious, vexatious or a misuse of the Policy, the Respondent(s) may be awarded the same remedies as those available to Complainant(s) as set out above (interventions ranging from an apology to compensation for established losses).

Unsubstantiated Complaints

If the investigator finds insufficient evidence to support the Complainant's allegations and finds that there has been no misuse of the Policy or bad faith in filing the Complaint, no action will be taken in relation to the complaint. There will be no record of the Complaint on the Respondent's file.

Consequences of Retaliation

Any established retaliation against any Party(ies), Bystander(s) or Witness(es) involved in an informal or formal resolution process shall be considered an independent violation of the Policy (regardless of the merits or outcome of the initial concern or Complaint) and shall result in discipline commensurate with the severity of the conduct.

Multiple Proceedings

This Policy is in addition to and not in substitution for any rights an individual may have to pursue action, whether under collective agreements, policies including any applicable legislation, including human rights legislation.

If at any time a staff member elects to initiate other legal proceedings or if the staff member takes any steps outside of those contemplated in this policy, the City may discontinue any procedures taken under this policy as a result of the Complaint (depending on a consideration of all of the circumstances).

Potentially criminal behaviour such as an assault, significant threats, or attempts at extortion shall be directly referred to the RCMP by the City upon receipt of a Complaint of this nature.



THE CORPORATION OF THE CITY OF VERNON

INTERNAL M E M O R A N D U M

IN CAMERA

TO: Will Pearce, CAO **FILE:** 0540-20

PC: Kim Flick, Director, Community Infrastructure and Development **DATE:** December 27, 2019
Patti Bridal, Director, Corporate Services

FROM: Laurie Cordell, Manager, Long Range Planning and Sustainability

SUBJECT: CLIMATE ACTION ADVISORY COMMITTEE MEMBERSHIP

At its Regular Meeting of December 16, 2019, Council supported amending the Climate Action Advisory Committee's (CAAC) Terms of Reference to add a representative from the Board of School District No. 22 (Board) to the CAAC's membership.

The Board has appointed Trustee Jenn Comazzetto, with Trustee Molly Bono as alternate, as a representative to the City with regard to climate action (Attachment 1). The Board Administration has indicated that participating in the committee meets the intent of the appointment (Attachment 2).

Ms. Comazzetto is committed to climate action and has been attending various events hosted by the Climate Action Advisory Committee.





RECOMMENDATION:

THAT Council appoint Ms. Jenn Comazzetto as the School District No. 22 Representative on the Climate Action Advisory Committee for the term of 1 year, expiring January 2021, with Ms. Molly Bono as Alternate Representative;

AND FURTHER, that Council **declassify** and remove the recommendation from In Camera.

Respectfully submitted:

Jan 8 2020 10:32 AM


 
Laurie Cordell 

Laurie Cordell

Attachment 1 – Letter of Appointment of Trustee Representative from School District 22
Attachment 2 – Email of clarification of intent – Sterling Olson SD22



Board of Education
School District No. 22 (Vernon)
1401 – 15th Street, Vernon, BC V1T 8S8

December 12, 2019

Mayor & Council
City of Vernon

By email: mayor@vernon.ca


Dear Mayor & Council:

RE: Climate Action

SD22 (Vernon) Board of Education has appointed one trustee representative and one trustee alternate representative to liaise with the City of Vernon with regard to climate action.

Representative: Jenn Comazetto jcomazetto@sd22.bc.ca
Alternate: Mollie Bono mbono@sd22.bc.ca

Sincerely,


Robert Lee
Board Chair

Cc Trustees sd22_trustees@sd22.bc.ca
Laurie Cordell lcordell@vernon.ca
Patti Bridal pbridal@vernon.ca

A Great Place to Learn

(250) 542-3331 www.sd22.bc.ca

Laurie Cordell

From: Sterling Olson <SOlson@sd22.bc.ca>
Sent: Wednesday, January 8, 2020 11:56 AM
To: Laurie Cordell
Cc: Lynn Jameson
Subject: SD22 Climate Action

Hi Laurie,

The Board has appointed Trustee Comazzetto to be our Trustee representative to liaison with the City on climate change mitigation and adaptation. Trustee Mollie Bono is the alternate. I believe a letter was sent to the City advising of this.

The City's Climate Action Advisory Committee is a committee of the City. The mandate is consistent with what was asked of the Board when they appointed our Trustee representatives.

Sterling Olson
Secretary Treasurer

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THE CORPORATION OF THE CITY OF VERNON REPORT TO COUNCIL

SUBMITTED BY: Laurie Cordell, Manager, Long
Range Planning and Sustainability

COUNCIL MEETING: REG COW I/C
COUNCIL MEETING DATE: January 13, 2020
REPORT DATE: December 30, 2019
FILE: 5280-03

SUBJECT: COMPOST PILOT PROJECT RECOMMENDATIONS

PURPOSE:

To obtain Council's endorsement on a proposed process to work with the Regional District of North Okanagan on a waste characterization study; conduct a call to gauge market readiness for household organics collection; and use the information from both of these to review of the City's waste management systems including the feasibility, costs and benefits of household organic collection and to identify how the City could address the impending Regional District of North Okanagan's Institutional, Commercial and Industrial food waste ban.

RECOMMENDATION:

THAT Council direct Administration to work with the Regional District of North Okanagan to enhance their waste characterization study to provide a more detailed analysis of the City of Vernon waste stream with a contribution of a maximum of up to \$10,000, source of funds the Casino Reserve;

AND FURTHER, that Council direct Administration, upon completion of the waste characterization study, to put forth a call to assess market readiness, costs, opportunities and barriers to implementing household organics collection;

AND FURTHER, that Council direct Administration to report the outcomes of the waste characterization study and the market call assessing the feasibility, costs and benefits of household organic collection and identify how the City could address the impending Regional District of North Okanagan's Institutional, Commercial and Industrial food waste ban as outlined in the report titled "Compost Pilot Project Recommendations", dated December 30, 2019, respectfully submitted by the Manager, Long Range Planning and Sustainability;

AND FURTHER, that Council authorizes Administration to make application to any grant opportunities that may be available for this project.

ALTERNATIVES & IMPLICATIONS:

1. THAT Council receive for information the report titled "Compost Pilot Project Recommendations", dated December 30, 2019, respectfully submitted by the Manager, Long Range Planning and Sustainability.

Note: This means data gathering would not happen, making it difficult to assess the feasibility, costs and benefits of household organics collection and missing the opportunity to identify options to address the Regional District of North Okanagan's pending Institutional, Commercial and Industrial food waste ban.

ANALYSIS:

A. Committee Recommendations:

N/A

B. Rationale:

1. Diverting organic materials is an important step to reduce greenhouse gas (GHG) emissions and methane production in landfills. In Vernon, approximately 9% of the City's overall GHG emissions are from organic waste going to the landfill. Addressing the emissions from organics is an important step in addressing the City's contribution to climate change.
2. In 2017, the Regional District of North Okanagan (RDNO) completed an Organics Management Options Study (available online at http://www.rdno.ca/docs/170528_RPT_Organics_Options_Final.pdf) that concluded that there are four viable food waste diversion options (Attachment 1). One of the four options includes curbside residential collection of organics in Vernon that would be transferred to Spa Hills Compost. This option is further supported in the 2018 RDNO Solid Waste Management Plan Update (available online at http://www.rdno.ca/docs/180517_RPT_Tetra_Tech_RDNO_SWMP_Update_Rev1_IFU.pdf) that indicates a need to work with Municipalities to support residential organics diversion as outlined in Section 3.1.2 G:

"Provide additional staff resources to consult with municipal partners and customers to recommend policy decisions regarding implementation of expanded curbside collection: number and location of households, trial areas, types of materials collected (kitchen scraps only or food and yard waste)..."

3. The RDNO's Solid Waste Management Plan Update indicates that approximately 30% of the waste entering the landfill is compostable organics. Implementation of household organics collection is within the jurisdiction of the City. Spa Hills Compost was identified by the RDNO in 2017 as the logical option for organics disposal that may or may not still be the case. The proposed market analysis would identify this.
4. The RDNO's Waste Management Plan also identifies the need for an Institutional, Commercial and Industrial food waste ban, which the RDNO has begun the process of implementing and is expected to be fully implemented over the next 2 years.
5. Between April and November 2019, the City of Vernon piloted an organics collection program aimed at reducing the amount of compostable waste being sent to the landfill and gauging public interest. Two bins were provided in multifamily community areas, with one at the Shubert Centre and the other at the City Hall complex. Under the pilot, organics were collected twice a week by an Okanagan based company, Spa Hills Compost. The pilot program budget of \$5,000 was 100% funded by the Climate Action Revolving Fund. It was estimated that the project would reduce GHG emissions by approximately 0.4 tonne for every tonne of organic waste diverted. Over the course of the pilot it was estimated that 105,233 kg of food waste and organics were diverted from the Regional landfill which resulted in a reduction of approximately 42 tonnes of GHG emissions.
6. Although the pilot bins were well used and comments of support were received, there were occasions when the bins were overfull and compost was left unsecured next to the bins in the parking lots. The bins required additional tipping and the additional emptying of the bins resulted in early termination of the project due to budget constraints. Unloading compost into the bins was also identified as challenging for people with mobility issues. Additional education and outreach was required during the pilot to make people aware of what would be accepted in the bins.

7. In October, Administration launched an online survey (October 21 to November 4, 2019). The survey (Attachment 2) sought community feedback on the pilot program and on preferences for future composting options in the City. A total of 1,042 website visits were recorded, with 851 surveys completed. More than 92% of the 465 people that used the bins were happy with the experience. Nearly 55% of the respondents had used the compost bins. The remaining 45% hadn't used the compost bins or were unaware of the compost pilot project. 70% of respondents preferred household pickup as a future option for composting and "more bin locations" was the second preference.
8. In November, Administration met with staff from Spa Hills Compost, to understand their experience with the pilot and receive information and options for future consideration. They provided suggestions on extending the pilot and addressing challenges. These included locking the bins, having more bin locations and providing contingency in the contract (with a reduced rate for extra tips) to allow more flexibility in the tipping schedule.
9. The RDNO is about to launch a Request for Proposals for a Waste Characterization Study. This study would be complete late spring 2020. Administration has connected with the RDNO and determined that they would be willing to enhance the study to allow for additional data on the character of Vernon's waste specifically and better understand current diversion rates. The exact cost of this is not yet known but it is expected that City would contribute up to a maximum of \$10,000, to be finalized in January.
10. Once Administration has a better understanding of the composition of the City's waste, we will have the information that is needed to put a call out to the market to assess market readiness for household organics pickup and broadcast the City's interest in reducing waste streams that go to the regional landfill. This would not tie the City to household collection, but give Administration a sense of the order of magnitude of costs and any market opportunities or barriers.
11. The information from the call and the waste characterization study results will provide the data that Administration needs to assess the feasibility of food waste diversion and the City's waste practises overall. This would also be an opportunity to identify how the City will address the impending RDNO's Institutional, Commercial and Industrial food waste ban that was supported for implementation at the June 19, 2019 Board of Directors meeting. This work would be completed in 2020 to enable Council's consideration of its findings prior to the 2021 budget deliberations.
12. Administration is exploring granting opportunities to support this work.

C. Attachments:

1. Excerpt from RDNO Organics Management Options Study
2. Engage Vernon Compost Survey Questions

D. Council's Strategic Plan 2019 – 2022 Goals/Action Items:

The proposed project involves the following goals/action items in Council's Strategic Plan 2019 – 2022:

- Investigate methods to increase recycling & alternatives to recycling, including an organics diversion plan.

E. Relevant Policy/Bylaws/Resolutions:

1. At its Regular Meeting of September 4, 2018, Council passed the following resolution:

THAT Council endorse the Climate Action Revolving Fund Policy to govern the carbon tax reserve funds designated for climate action commitments as described in and attached to the report titled "Climate Action Revolving Fund Policy and Proposed Projects" and dated

August 24, 2018 from the Environmental Planning Assistant and Director of Operation Services;

AND FURTHER, that Council designate funds from the Climate Action Revolving Fund towards an organics diversion pilot program (up to \$5,000) and an electric bicycle fleet program (up to \$20,000);

AND FURTHER, that Council direct Administration to investigate additional greenhouse gas emissions reduction opportunities consistent with the Climate Action Revolving Fund Policy, including biomass planting on spray irrigation lands, boiler and heat exchange upgrades, and solar powered space heating options.

2. Vernon became a signatory of the British Columbia Climate Action Charter in 2008, through which the City committed to:
 - lowering greenhouse gas emissions;
 - taking actions that demonstrate leadership on sustainable development;
 - achieving carbon neutrality in corporate emissions; and
 - reporting annually on the City's progress towards these goals.

3. Vernon's Official Community Plan (OCP) outlines sustainability goals to "foster integrated decision making on all issues to ensure that environmental protection, economic development and social equity are addressed, for current and future residents alike." Specific supporting policies include:
 - Encourage the integration of policy initiatives and capital projects across City departments and community organizations to promote the inclusion of all interest, issues and impacts;
 - Include discussion of sustainable decision making in Council and Committees of Council to encourage consideration of social, economic and environmental factors in all discussions and resolutions; and
 - Encourage and facilitate the introduction of low cost, achievable sustainability actions in all City, community and development projects to provide opportunities for the whole community to contribute to Vernon's resilient future.

The OCP also outlines a number of goals and supporting policies for energy conservation including:

- Encourage and promote innovation in energy use and demand management in City facilities and new development;
- Achieve carbon neutrality in City facilities and operations;
- Facilitate and promote energy conservation and carbon neutrality throughout the community;
- Encourage innovation in building design and raise awareness of green building options, materials, sourcing, energy alternatives and consideration of the needs of future property owners for energy efficient options balanced with the cost of construction;
- Promote energy conservation and community awareness of energy use and its alternatives; and
- Publicize City initiatives to reduce energy consumption to raise awareness of energy efficiency in the community;

BUDGET/RESOURCE IMPLICATIONS:

The \$10,000 maximum contribution will be funded from the Casino Reserve Fund which has a balance of \$1,109,380.

Prepared by:

Approved for submission to Council:

Jan 7 2020 1:02 PM

X *Laurie Cordell* ✓

Laurie Cordell

DocuSign

Will Pearce, CAO

Date: _____

Laurie Cordell
Manager, Long Range Planning and Sustainability

Jan 7 2020 1:07 PM

X *Ed Stranks* ✓

Ed Stranks

DocuSign

for Kim Flick, Community Infrastructure and Development Division Director

REVIEWED WITH

- | | | |
|--|--|--|
| <input type="checkbox"/> Corporate Services | <input checked="" type="checkbox"/> Operations | <input type="checkbox"/> Current Planning |
| <input type="checkbox"/> Bylaw Compliance | <input checked="" type="checkbox"/> Public Works/Airport | <input checked="" type="checkbox"/> Long Range Planning & Sustainability |
| <input type="checkbox"/> Real Estate | <input type="checkbox"/> Facilities | <input type="checkbox"/> Building & Licensing |
| <input type="checkbox"/> RCMP | <input type="checkbox"/> Utilities | <input type="checkbox"/> Engineering Development Services |
| <input type="checkbox"/> Fire & Rescue Services | <input type="checkbox"/> Recreation Services | <input type="checkbox"/> Infrastructure Management |
| <input type="checkbox"/> Human Resources | <input type="checkbox"/> Parks | <input type="checkbox"/> Transportation |
| <input checked="" type="checkbox"/> Financial Services | | <input type="checkbox"/> Economic Development & Tourism |
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| <input type="checkbox"/> OTHER: | | |



7 Summary/Conclusion

Diverting organic waste from landfill disposal is a significant solid waste management issue in BC. Although the RDNO has been progressive and proactive in implementing policies and programs to divert wood waste and yard waste from landfill disposal, the viability of expanding their organics diversion programs to include food wastes has yet to be considered.

Consequently, as a component of the upcoming review of the implementation and effectiveness of the 2011 SWMP, the RDNO retained XCG Consulting Ltd. (XCG), in collaboration with Carey McIver & Associates Ltd. (CMA) and Maura Walker & Associates (MWA), to undertake a Facilities Life Cycle Cost Assessment and Organics (Food Waste) Management Options Study for the RDNO solid waste management system.

The purpose of the study was to develop a full list of opportunities from which to select at least four viable food waste diversion options and then determine the financial impact of each option on the RDNO solid waste management system relative to the status quo.

Based on an assessment of the current organic waste management system, a review of best practices in B.C. as well as organic waste management opportunities available in the RDNO, the study team selected the following four options based on environmental, social and economic criteria:

Option 1: Regulate ICI food waste, City of Vernon residential collection, transfer to Spa Hills Farm

Option 2: Regulate ICI and residential food waste, transfer to Spa Hills Farm

Option 3: Regulate ICI food waste, construct publicly-owned composting facility at GVRDF.

Option 4: Regulate ICI and residential food waste, construct-publicly owned composting facility at GVRDF.

Home » Composting in Vernon » Compost Survey

Compost Survey

Survey starts

Finish

[*] = required field

1. Have you used the Compost Bins?

Yes

No

You can only select up to 1 answer

2. How often do you use the bins?

Daily

Twice a week

Every two weeks

Monthly

Weekly

3. How was your experience?

Unhappy

Neutral

Happy

4. Do you have feedback about the experience?

Please add your comment here...

0/255

5. If the City were to consider other options, which would you prefer? Choose one.

- Household pickup
- More bin locations
- Support for at-home composting
- Other options

6. Do you have any other comments?

Please add your comment here...



REQUEST FOR PROPOSALS

FOR

CLIMATE ACTION PLAN CONSULTING SERVICES

RFP #: 19-112-PLA

ISSUED ON: Tuesday, November 26, 2019

CLOSING DATE AND TIME: Monday, December 16, 2019, 2:00pm PT

Summary, Contents & Instructions:

Summary:

Through this Request for Proposals (RFP), the City of Vernon (the “City”) is inviting proposals for the supply of Climate Action Plan consulting services, commencing **January 6, 2020 – May 31, 2020**.

The City is seeking a consultant who will collaborate with City of Vernon staff to create a Climate Action Plan (CAP) for presentation and approval by council in **early May 2020**. The plan will combine mitigation and adaptation actions, taking opportunities to integrate these into low-carbon resilience strategies where feasible. The CAP will be a public facing operational document that will identify both corporate and community-wide actions.

The successful consultant will possess strong communication skills and working knowledge or subject matter expertise in relevant topics. Previous experience in facilitating community groups, knowledge around climate change and creating a climate action plan is required. The Consultant should be capable of producing both sound analysis and a high quality, graphically compelling final report **no later than May 31, 2020**.

This RFP document sets-out: the details of the Services required; the process for submission, evaluation and award of the Contract; the terms and conditions of the Contract; plus forms which outline the information a Respondent to this RFP should submit in their Proposal.

Contents:

This Request for Proposals (the “RFP”) is organized into the following parts:

- **Part A: The Services** – full details of the Services required
- **Part B: The RFP Process** – the process for submissions, evaluation and award of the Contract
- **Part C: The Contract** – the Contract the City will enter into with the selected Contractor
- **Part D: Submission Forms** – the forms a Respondent should submit in their Proposal

Instructions:

Whenever you see the following symbol and box throughout this document, this box is providing instructions to a Respondent on what this section means and/or what a Respondent must do:

Example:



Whenever you see this box throughout the RFP document, the text is providing instructions or information on what this section means and/or what a Respondent must do.

Part A: The Services



This Part A provides details on the Services required by the City of Vernon. Respondents should ensure they are fully capable of providing all of the requirements outlined, as this section will form the scope of work in the final Contract.

1. Overview:

The City of Vernon (the “City”) is a municipality of approximately 41,000 residents, located in British Columbia’s northern Okanagan Valley at the head of Kalamalka and Okanagan Lakes. Vernon is the regional hub of retailing and services in the Regional District of North Okanagan, with a regional population of approximately 85,000 persons. Further details can be found at www.vernon.ca.

The City of Vernon is in the process of developing a Climate Action Plan (CAP). The plan will combine mitigation and adaptation actions, taking opportunities to integrate these into low-carbon resilience strategies where feasible. The plan will identify both corporate and community-wide actions.

In 2018, The City established a Climate Action Advisory Committee (CAAC) (formerly the Climate Action Task Force) to assist in developing the CAP. The mandate of the Committee is to provide recommendations to Council on policies and strategic initiatives that relate to climate change mitigation and adaptation; information is brought by staff to the Committee for review.

Separate mitigation and adaptation processes are already underway by other contractors. City of Vernon staff have coordinated these processes. The mitigation process will result in community wide emissions inventories and future Green House Gas (GHG) reduction projections based upon specific actions. The adaptation process will result in recommended adaptation actions, including risk and vulnerability assessments.

The results of both processes will be complete by mid-January. The consultant selected as a result of this RFP process will need to take the output of both of these processes for integration into the CAP. Other processes that are underway and will need to be integrated into the work of the consultant are ongoing stakeholder engagement, interaction with and feedback from the City’s “Climate Action Advisory Committee” which typically meets monthly and a “Climate Ambassadors” program, where information on the City’s climate planning process is provided to residents by volunteers through their peer networks.

In November 2019, Council approved additional funding for the Climate Action Plan in order to expedite its completion by May 2020 in order to meet annual budget cycles. This work therefore is being undertaken within a rapid timeline and will require expertise and coordination by the selected consultant.

This work is to combine the adaptation and mitigation work, formulate actions, undertake public engagement on those actions, and draft the final plan. The draft targets, action items and budget considerations for each will be presented to Council for consideration in **early May 2020**. The final Climate Action Plan will provide recommendations on policies and strategic initiatives that relate to

climate change mitigation and adaptation. ***The Climate Action Plan will be an operational document that will identify goals and their implementation.*** The timeline for this project is ***May 31, 2020***, allowing for revisions based upon Council feedback when presented to them at the beginning of May.

Following the City's Climate Action Plan completion, the City will have clear plans with identified pathways to achieve the climate action (mitigation, adaptation and resilience, as appropriate) to achieve the goals and targets identified by the respective mitigation and adaptation processes. The plan will ultimately inform how to effect a more resilient Vernon with reduced corporate and community carbon outputs.

2. Contract Term:

Begin Date: **January 6, 2020**

End Date: **May 31, 2020**

An opportunity for continued work to develop and implement a communication strategy in concert with the City may exist for the right consultant.

3. Services Required (Scope of Work):

The successful Consultant will be required to work with City Staff to develop a Climate Action Plan for corporate and community wide use. The Scope of Work shall include, but not be limited to, the following:

3.1 Engagement:

The Consultant will review and build upon the City's existing Climate Action Planning engagement strategy in collaboration with City Staff.

The Consultant will plan, host and facilitate a series of engagement sessions with City staff, the public (P2*), and various stakeholders, in order to: review current plans, goals, and actions; discuss challenges and opportunities; and identify future corporate and community wide action plans. The consultant will also develop an engagement and communication strategy to be utilized for the duration of the Climate Action Plan process.

*The *Public Participation Process (P2)* should be in line with *International Association of Public Participation (IAP2)* principles and should aim to reach the highest levels of collaboration and engagement spectrum

3.2 Meetings

The Consultant will conduct regular status and progress meetings with designated City Staff.

3.3 Analysis:

The Consultant will work with City staff to:

- review and analyze the community's GHG emissions reductions strategies, particularly in relation to their feasibility and practicability;

- analyze adaptation actions in the context of their risk assessment and actions taken to date;
- analyze opportunities for low carbon resilience strategies and actions

3.4 Recommend Actions & Draft Plans:

The Consultant will develop a set of recommended targets, actions and objectives, including specific proposals on new policies, bylaws or other programs and projects based on the findings of engagement, and the adaptation and mitigation processes (conducted by others). The recommendations must be based on sound and detailed analysis, as well as best practices and proven methods in other similar communities.

The plan must also include an implementation strategy that includes, at a minimum: details on costs, responsibilities, schedules, and funding sources; and plans to monitor the progress made towards the recommended emissions reduction target and the implementation status of adaptation measure implementation or GHG reduction measures.

The output will be developed into a draft plan, which will be provided to City staff for review and feedback. The Consultant shall allow for at least two review cycle opportunities for City staff to review and provide feedback into the draft plan.

The draft actions and corresponding budget amounts must be ready to be presented by City staff to Council at a regular scheduled meeting of Council in **early May 2020**.

3.5 Final Plan & Presentation to Council:

The Consultant will compile all inputs and feedback to develop a final CAP. The final CAP will be a collaboration between the Consultant and City Staff. A finalized plan document is to be completed immediate following presentation to Council.

The report content will need to incorporate at a minimum, the following:

- Process overview: details of the process followed to develop the CAP, targets & actions recommended;
- A specific action plan with timelines;
- Low Carbon Resilience Strategies;
- Proposed Community Benefits;
- Identify cost and where feasible potential sources of funding for climate actions;
- Stakeholders and responsibilities for each action item;
- Appendices:
 - engagement summary;
 - specific policies, bylaw, programs, projects, or tools proposed;
 - summary of Mitigation Analysis and Results; and
 - summary of Risk and Vulnerability Results

The final plan must be an engaging, attractive, easy to read public facing document that will provide data-driven strategies to reach targets. The plan must also identify how recommended projects and measures could result in improvements in quality of life, build prosperity and enhance community

resilience. In addition to their focus on climate action, the vision and plans should incorporate crosscutting themes of social equity, economic development, and public health and safety. ***The final plan is due no later than May 31, 2020.***

4. Required Objectives

The Consultant shall complete **at minimum** the following tasks:

Tasks	Deliverable	Anticipated Timing
Collaboratively Develop Engagement Strategy	Refine the City's existing Climate Action Planning engagement strategy in cooperation with City Staff.	January 2020
Compile Backgrounder Summary	Consolidate and integrate background documents, reports, relevant bylaws, and information into a concise backgrounder summary report.	January 2020
Apply expert opinions	Review and refine existing GHG reduction targets based upon stakeholder, Climate Action Advisory Committee (CAAC), and Council feedback.	January - February 2020
Analyze Data for evidence based decision making	Data, calculations, tables, graphs, assumptions, explanatory text for inclusion in CAP.	February - March 2020
Develop Action Pathways and Categories	Utilize existing information to develop appropriate actions organized in categorical theme areas.	January 2020 – April 2020
Implement Community Engagement Strategy	Organize and facilitate Community Workshops, and other engagement strategies as necessary. Estimate four (4).	January 2020 – May 2020
Update Action Pathways and Categories following consultation process	Revision to projections, targets, and actions and prepare initial draft actions and budget considerations for presentation to Council.	March - April 2020
Prepare Presentation	Summarize planning process outcomes and recommendations for presentation to Council in early May.	April 2020
Finalize Plan	Organize, and copy-edit draft plan, including graphics and photos.	early May 2020

Updates and modifications to plan	Final modifications as directed by Council and as necessary.	May 2020
Final Climate Action Plan	Delivery of a final draft of the plan (MS Word or Adobe InDesign) in digital format.	May 31, 2020

5. Required Contractor Experience and Skills:

The successful consultant shall possess the following:

- Experience in:
 - delivering community and corporate climate action plan work of a similar nature in a Canadian municipal setting;
 - hosting community-wide public engagement for climate policy and associated actions; and
 - working with municipal staff and stakeholders to seek support and buy-in on climate action goals, objectives and specific projects associated with

- Knowledge and understanding of:
 - low-carbon resilience strategies and their application within a local government and community context;
 - current regulatory framework for climate action and energy management specifically as it relates to local government;
 - strategies to significantly reduce energy and GHG consumption within medium sized public sector organizations; and
 - developing and applying public policy tools, including developing public education and outreach programs related to climate action.

- Professionalism in representing the City with:
 - proven leadership and project management skills;
 - exemplary communication and presentation skills;
 - innovative thinking and approach to work plan;
 - strong problem solving, and consensus building skills combined with;
 - the ability to exercise tact, diplomacy and professional conduct in order to influence and collaborate with stakeholders at various levels; and
 - the ability to work as a member of a municipal team through ongoing collaborative dialogue.

6. Pre-Requisites for the Contractor:

Refer to Section 6.2 Evaluation Criteria and Part C: The Contract

7. Disclosures by the City:

The City has received approval from Council for this expedited project with a budget not to exceed \$90,000 inclusive of expenses for the development of the Climate Action Plan **by May 31, 2020**. The City is interested in partnering with the *right* consultant who will assist the City in producing the *best* plan for the City of Vernon within that budget.

The City is committed to the Climate Action Plan process and will make available two (2) employees for approximately two days per week, per employee, for the duration of the project.

Part B: The RFP Process



This Part B details the terms and conditions of how this RFP process will be run by the City, and how the Contractor will be selected. Respondents to this RFP must ensure they follow all the terms detailed below. Failure to follow the terms of this Part B may result in a Proposal being rejected.

1. Key Details:

1.1. RFP Contact Person:

The sole point of contact at the City of Vernon for any queries or questions related to this RFP is:

- **Romona Marshall, Buyer**
- rmarshall@vernon.ca, Direct 250-550-7848

The above-named RFP Contact Person is the only person that any Respondent to this RFP may contact during this RFP process. Information obtained from any source other than the RFP Contact Person is unofficial and must not be relied upon as part of this RFP. Respondents must not contact any other employees, officers, consultants, agents, elected officials or other representatives of the City of Vernon regarding matters related to this RFP. Any Respondent found to have contacted persons other than the RFP Contact Person, may be disqualified from submitting a Proposal, or have their Proposal rejected.

All questions regarding this RFP must be submitted in writing prior to the Deadline for Questions detailed under Section 1.2 of this Part B. Questions received after the Deadline for Questions will be addressed if time permits. The Respondent is solely responsible for seeking any clarification required regarding this RFP, and the City shall not be held responsible for any misunderstanding by the Respondent.

1.2. Timetable:

This RFP process will run to the following timetable. This timetable may be amended at the City's discretion through the issuance of an addendum to this RFP.

Event:	Date:
Issue Date of this RFP	Tuesday, November 26, 2019
Deadline for Questions	Tuesday, December 10, 2019, 2:00pm PT
Last Day for Issue of Addenda	Friday, December 13, 2019, 2:00pm PT
RFP Closing Date and Time:	Monday, December 16, 2019, 2:00pm PT
Notice of Award Date (estimated)	Friday, December 20, 2019, 2:00pm PT

1.3. Submission of Proposals

Proposals to this RFP should be submitted in accordance with the following:

Submission Instructions for Suppliers

Please follow these instructions to submit via our Public Portal.

1.3.1 Prepare your submission materials:

Requested Information

Name	Type	# Files	Requirement
Appendix A - Certification Form	File Type: PDF (.pdf)	Multiple	Required
Appendix B - Pricing Form	File Type: PDF (.pdf)	Multiple	Required
Appendix B1 - Task Fee Schedule (Consultants Form)	File Type: PDF (.pdf)	Multiple	Required
Appendix C - Respondents Proposal (Consultants Form)	File Type: PDF (.pdf)	Multiple	Required

Requested Documents:

Please note the type and number of files allowed. The maximum upload file size is 1000 MB.

Please do not embed any documents within your uploaded files, as they will not be accessible or evaluated.

1.3.2 Upload your submission at:

<https://vernon.bonfirehub.ca/opportunities/28196>

The Q&A period for this opportunity starts Nov 26, 2019 12:30 PM PST. The Q&A period for this opportunity ends Dec 10, 2019 2:00 PM PST. You will not be able to send messages after this time.

Your submission must be uploaded, submitted, and finalized prior to the Closing Time of **Dec 16, 2019 2:00 PM PST**. We strongly recommend that you give yourself sufficient time and **at least ONE (1) day** before Closing Time to begin the uploading process and to finalize your submission.

Important Notes:

Each item of Requested Information will only be visible after the Closing Time.

Uploading large documents may take significant time, depending on the size of the file(s) and your Internet connection speed.

You will receive an email confirmation receipt with a unique confirmation number once you finalize your submission.

Minimum system requirements: Internet Explorer 11, Microsoft Edge, Google Chrome, or Mozilla Firefox. Javascript must be enabled. Browser cookies must be enabled.

Need Help?

City of Vernon uses a Bonfire portal for accepting and evaluating proposals digitally. Please contact Bonfire at Support@GoBonfire.com for technical questions related to your submission. You can also visit their help forum at <https://bonfirehub.zendesk.com/hc>

2. Definitions Used in this RFP:



The following are definitions used in this RFP document. Whenever one of the following terms is used with a capitalized first letter, the term shall have the meaning as set out in this section.

- 2.1. "Addenda" or "Addendum" means additional information or amendments to this RFP, issued by the City in accordance with Section 5 of this Part B.
- 2.2. "City" means the City of Vernon
- 2.3. "Contract" means a written agreement for the provision of the Services that may result from this RFP, executed between the City and the successful Respondent to this RFP.
- 2.4. "Contractor" means the successful Respondent to this RFP who enters into a Contract with the City.
- 2.5. "Closing Date and Time" means the date and time that Proposals to this RFP must be received by in accordance with Section 1.2 of this Part B.
- 2.6. "Proposal" means a Proposal submitted by a Respondent in response to this RFP.
- 2.7. "Respondent" means a person or entity that submits a Proposal to this RFP.
- 2.8. "RFP" means this Request for Proposals # 19-112-PLA, including all Parts A to D.
- 2.9. "Section" means the numbered section of the referenced part of this RFP.
- 2.10. "Services" means the Services which the City seeks to be provided by the Contractor, as outlined in Part A.
- 2.11. "Subcontractor" means a person, partnership, firm or corporation that the Respondent proposes to contract with to deliver part of the Services, in a subordinate relationship to the Respondent.

3. Amendment of a Proposal by Respondent:

A Respondent may amend a Proposal at any time up until the RFP Closing Date and Time. Amendments must be submitted in the same way as the original Proposal, as detailed in Section 1.3 of this Part B. Amendments to a Proposal must be clearly labelled as such, must contain the RFP reference number and title, and the full legal name and legal address of the Respondent. Amendments must clearly detail which part(s) of the Proposal is being amended or replaced.

4. Withdrawal of a Proposal by Respondent:

A Respondent may withdraw a Proposal that is already submitted at any time throughout the RFP process, including after the Closing Date and Time.

5. Addenda Issued by City:

This RFP may only be amended by way of an Addendum issued in accordance with this Section. At any time up until the Closing Date and Time, the City may issue an Addendum in order to amend, clarify, or answer questions to this RFP. Each Addendum will be issued at the same location and in the same manner as this RFP document (website location). Each Addendum will form an integral part of this RFP. Respondents are solely responsible for checking for Addenda up until the Closing Date and Time. If the City deems it necessary to issue an Addendum after the Last Day for Issue of Addenda, as detailed in Section 1.2 of this Part B, then the City may extend the Closing Date and Time in order to provide Respondents with more time to complete their Proposal.

Proposals should confirm receipt of all Addenda in Appendix A – Certification Form of their Proposal.

6. Evaluation of Proposals & Award of Contract:

The City will conduct the evaluation of Proposals and selection of a successful Respondent in accordance with the process detailed in this Section. Evaluation of Proposals will be by an evaluation committee which may include the City’s Purchasing Manager and stakeholders, as well as key City employees. The City’s intent is to enter into a Contract with the Respondent who has met all mandatory criteria and minimum scores, and who has the highest overall ranking based on this evaluation process.

6.1. Mandatory Criteria:

Proposals not clearly demonstrating that they meet the following mandatory criteria will be excluded from further consideration in the evaluation process.

Mandatory Criteria:	
1	The Proposal must be received by the Closing Date and Time, in accordance with the requirements of Section 1.4 and include Appendix A – Certification Form.

6.2. Scored Criteria:

All Respondents must demonstrate that they have significant experience, knowledge and abilities with respect to the provisions of this RFP. Previous experience in facilitating community groups, knowledge around climate change and creating a community-wide climate action and adaptation plan is preferred. Particular interest will be paid to those proposers with experience developing Climate Action Plans at the municipal level. Proposals that do not meet Minimum Scoring requirements will not be considered beyond initial scoring. The City will evaluate responses based on criteria as follows:

Criteria	Criteria Category	Weighting	Minimum
#1	Project Understanding and Methodology	40	25
#2	Schedule and Work Plan	15	10
#3	Experience and Team	30	17.5

#3	Best Value for Core Tasks	15	N/A
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Criteria #1 – Project Understanding and Methodology (max 15 pages)

List and describe the methods proposed to carry out the contract and meet the requirements identified in the RFP – Part A – The Services. Respondents are requested to:

- Provide a project methodology including a proposed action plan that describes how the Consultant will perform its role and that sets out how problems will be identified and solved so that the project requirements will be met.
- Demonstrate knowledge of local technical conditions and environmental, cultural and social conditions that pertain to this project, and explains how that knowledge will be applied in the methodology.
- Demonstrate a unique and tailored approach to project delivery and not a generic methodology.
- Describe its proposed on-site presence and how it plans to liaise with City staff in order to most efficiently comply with the specifications.
- Understand fully the Consultant’s role and the specific challenges of delivering this project in Vernon, BC and demonstrate that understanding in the proposal by describing proposed resources and approaches to apply to this project.

Criteria #2 - Scheduling / Work Plan (max 2 pages)

List and describe the timelines and resources proposed to carry out the contract and meet the requirements identified in the RFP – Part A – The Services. Respondents are requested to:

- Provide a time-table of how and when specific tasks will be undertaken and completed.
- Show how the contract can be completed by the identified completion date (**May 31, 2020**), address potential delays and recommendations to shorten the timeframe.
- Describe the tasks to be completed, each task with start and end dates, number of hours expected to complete, deliverables associated with each task and the team member who is going to carry out the task. Respondents are to utilize / include a graphical presentation of the project schedule (e.g. Gantt chart, critical path method flow chart, etc.).
- Respondents are to clearly describe at which step(s) City staff will be consulted and estimate the approximate number of hours required for the task, including status meetings.

Criteria #3 – Experience & Team

Identify and describe the experience and team proposed to carry out the contract and meet the requirements identified in the RFP – Part A – The Services. Respondents are requested to:

- a) **Identify and provide details of the lead team member that will be responsible for the delivery of this project including their resume. This team member must have:**

- experience in creating Climate Change Action Plans; and
 - a proven track record as the lead Consultant on projects of a similar nature, size, value and complexity.
- b) Identify each team member's role in the project and the percentage of project person-hours each team member will contribute. Please include their resume(s) and ensure that:**
- project team member's roles are clearly defined and that the team utilizes the right combination of senior and junior staff to balance expertise with project costs, and;
 - the proposed project hierarchy clearly demonstrates how junior staff will be accountable to senior staff and how the Respondent's internal project reporting and control structure will be set-up. Please ensure that a hierarchy chart is included.
- c) Provide a company resume of directly relevant projects, associated budget and project duration and reference checks that:**
- Understands fully the Consultant's role and the specific challenges of delivering this project in Vernon, British Columbia and demonstrates that understanding in the proposal by describing related past experience and explains how that experience would be applied to this project.
- d) This RFP solicitation requires Consultant expertise in design / preparation of Climate Action Plans and influencing decisions. Respondents are asked to provide:**
- Information on two of the most significant and relevant contracts your firm has completed.
 - Links to online presentations by proposed team members (if available) is also of interest.

Criteria #4 - Best Value for Core Tasks - 15 pts

Respondent are request to submit

a) Appendix B – Pricing Form:

- Summary Cost – Mandatory PASS / FAIL
- Price proposed must be less than stated budget of \$90,000 exclusive of GST.

b) Level of Effort – 15 pts

- Number of hours submitted weighted against total proposal cost submitted as **Appendix B1 – Task Fee Schedule**.

6.3. Scoring Method:

The following methods will be used to score the criteria:

- Criteria #1 – #3 - Graduated scale using point system
- Criteria #4 (a) – Pass/fail

- Criteria #4 (b) - Number of hours submitted weighted against total proposal cost.

6.4. Clarifications & Remedy Period:

Notwithstanding the requirements for mandatory criteria and scored criteria detailed in this Section 6, the City will allow the following remedies and clarifications at its sole discretion:

- Remedy for missing Mandatory Criteria: If the City finds that a Proposal fails to meet all of the mandatory requirements detailed in Section 6.1, then the City may provide written notification to a Respondent which identifies the requirements not met and provides the Respondent with 5 calendar days to remedy and supply the requirements. The 5 calendar days shall commence upon notification by the City to the Respondent. This option to remedy missing requirements shall not apply to Proposals not received by the Closing Date and Time.
- Clarification of Proposals: During evaluation of the scored criteria, the City may at its sole option, request further details or clarification from the Respondent and/or third parties, on aspects of a Proposal by way of a written request for clarification. The written request shall clearly state the required clarification and time limit to supply the information requested. Following receipt of the clarification information, the City may use this information to reassess and/or re-score the Proposal according to the scored criteria.

6.5. Ranking of Respondents:

Following completion of the evaluation against the scored criteria, the weighted scores for each Proposal will be added together, and Proposals will be ranked according to their total weighted scores. The Respondent with the highest-ranked Proposal will be invited to conclude a Contract with the City. In the event that two or more Proposals have an equal total weighted-scored, then the Respondent with the Best Value for Core Tasks will be invited to enter into a Contract with the City.

6.6. Conclusion and Execution of a Contract

Neither the City nor any Respondent will be legally bound to provide or purchase the Services until the execution of a written Contract. Following an invitation to a Respondent, by the City, to conclude a Contract, it is expected that the City and that Respondent would enter into discussions which may include, among other things:

- Clarification or amendment to the scope of work, plus any resulting price adjustments, based on items submitted in the Proposal.
- Amendments to the terms and conditions of the Contract (Part C), based on items submitted in the Proposal.

The City would seek to execute a Contract within 30 days of issuing an invitation to the Respondent to conclude a Contract. If the City and Respondent do not, for any reason, execute a Contract within this time-period, the City may discontinue the process with that Respondent and invite the Respondent with the next-highest-ranked Proposal to conclude a Contract. The City may then continue this process until a Contract is executed, or there are no further Respondents, or the City otherwise elects to cancel the RFP process entirely. For clarity, the City

may discontinue discussions with a Respondent if at any time the City is of the view that it will not be able to conclude a Contract with that Respondent.

7. Other Terms & Conditions of this RFP Process:

The following terms and conditions shall also apply to this RFP:

7.1. Proposals in English:

All Proposals are to be in the English language only.

7.2. Only One Entity as Respondent:

The City will accept Proposals where more than one organization or individual is proposed to deliver the Services, so long as the Proposal identifies only one entity that will be the lead entity and will be the Respondent with the sole responsibility to perform the Contract if executed. The City will only enter into a Contract with that one Respondent. Any other entity involved in delivering the Service should be listed as a Subcontractor. The Respondent may include the Subcontractor and its resources as per of the Proposal and the City will accept this, as presented in the Proposal, in order to perform the evaluation. All Subcontractors to be used in the Service must be clearly identified in the Proposal.

7.3. Proposals to Contain All Content in Prescribed Forms:

All information that Respondents wish to be evaluated must be contained within the submitted Proposal. Proposals should not reference external content in other documents or websites. The City may not consider any information which is not submitted within the Proposal or within the pre-prescribed forms set-out in this RFP.

7.4. References and Experience:

In evaluating a Respondent's experience, as per the scored criteria, the City may consider information provided by the Respondent's clients on the projects submitted in the Proposal, and may also consider the City's own experience with the Respondent.

7.5. RFP Scope of Work is an Estimate Only:

While the City has made every effort to ensure the accuracy of the Services described in this RFP, the City makes no guarantees as to the accuracy of the information provided. Any quantities or measurements provided are estimates only and are provided to describe the general nature and scale of the Services. Respondents must obtain all information they deem necessary, including verification of quantities or measurements in order to complete a Proposal.

7.6. Respondent's Expenses:

Respondents are solely responsible for their own expenses in participating in this RFP process, including costs in preparing a Proposal and for subsequent finalizations of an agreement with the City, if required. The City will not be liable to any Respondent for any claims, whether for costs, expenses, damages or losses incurred by the Respondent in preparing its Proposal, loss of anticipated profit in connection with any final Contract, or any matter whatsoever.

7.7. Retention of Proposals and FOIPPA:

All Proposals submitted to the City will not be returned and will be retained in accordance with the Freedom of Information and Protection of Privacy Act (“FOIPPA”). Respondents should note that in accordance with the provisions of FOIPPA, certain details of this RFP and any executed Contract may be made public, including the Contractor’s Name and total Contract price. Respondents should identify with their Proposal any information which is supplied in confidence, however, Respondents should be aware of and review the City’s obligations under FOIPPA and the City’s limited ability to refuse to disclose third party information pursuant to section 21 of FOIPPA.

7.8. Clarification of Proposals:

The City may, at its sole discretion, seek clarification from Respondents on any aspect of their Proposal, in order to clarify meaning, intent or to help inform the City’s evaluation process outlined under Section 6 of this Part B.

7.9. Notification and Feedback to Unsuccessful Respondents:

At any time up until or after the execution of a written Contract with the Contractor, the City may notify unsuccessful Respondents in writing that they have not been selected to conclude a Contract. Unsuccessful Respondents may then request a feedback email or telephone call with the City’s Purchasing Department in order to obtain feedback on how their Proposal fared in the evaluation. Such requests for feedback must be made within 30 days of notification of the RFP results to the unsuccessful Respondent. Details of feedback provided will be at the City’s sole discretion in order to protect the confidentiality of other Respondents and the City’s commercial interest.

7.10. Conflict of Interest:

All Respondents must disclose an actual or potential conflict of interest, as set-out in Appendix A – Certification Form. The City may, at its sole discretion, disqualify any Respondent from this RFP process, if it determines that the Respondent’s conduct, situation, relationship (including relationships of the Respondent’s employees and City employees) create or could be perceived to create a conflict of interest.

The City may rescind or terminate a Contract entered into if it subsequently determines that the Respondent failed to declare an actual or potential conflict of interest during this RFP process, as required under Appendix A – Certification Form.

7.11. Confidentiality:

All information provided to Respondents by the City as part of this RFP process is the sole property of the City and must not be disclosed further without the written permission of the City.

7.12. No Contract A and No Claims:

This RFP process is not intended to create and no contractual obligations whatsoever (including what is commonly referred to as ‘Contract A’) shall arise between the City and a Respondent upon the submission of a Proposal in response to this RFP. For extra clarity, both the Respondent and the City are free to cancel their participation in this RFP process at any time up until the execution of a written Contract for the Services.

Without limiting the above paragraph, no Respondent shall have any claim whatsoever against the City for any damage or other loss resulting from a Respondent's participation in this RFP, including where the City does not comply with any aspect of this RFP and including any claim for loss of profits or Proposal preparation costs should the City not execute a Contract with the Respondent for any reason whatsoever.

7.13. Right to Cancel RFP:

Although the City fully intends to conclude a Contract as a result of this RFP, the City may at its sole discretion, cancel or amend this RFP process at any time without any liability to any Respondent.

7.14. Governing Law and Trade Agreements:

This RFP is governed by the laws of the Province of British Columbia and any other agreements which exist between the Province of British Columbia and other jurisdictions.

Part C: The Contract




This Part C details the Contract terms and conditions that the City will enter into with the Contractor at the conclusion of the process outlined in Section 6.6 of Part B.

The City and the successful Respondent shall enter into a Contract for the Services using the following terms and conditions:

Refer to document Part C – Contract for the Provision of Professional Services.

Part D: Submission Forms

	This Part D contains forms detailing the information that should be included in a Proposal, as detailed under Section 6 of Part B. Each form is to be uploaded individually.
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Part D Contents:

Part D Submission Forms is comprised of the following:

- Appendix A – Certification Form
- Appendix B – Pricing Form
- Appendix B1 – Task Fee Schedule (Consultant's Form)
- Appendix C – Respondents Proposal (Consultant's Form)