

**July 24, 2023**

Dear Regional District of Nanaimo Chair and Board,

The Vancouver Island and Coastal Communities (VICC) Climate Leadership Steering Committee provides information sharing, project collaboration, and advocacy for climate initiatives across Vancouver Island and Coastal Communities. In our inaugural four-year term, the committee of elected regional district representatives and supporting academic leaders and local government staff achieved the following:

1. Territorial analysis of the region's vulnerabilities to climate change and survey of local government priorities for climate action conducted by UVic researchers in 2020
2. Local Government Climate Resiliency Summit for elected officials, staff and First Nations that gathered over 150 people from across the region in Fall 2020
3. Youth Climate Summit held in Spring 2021
4. First Nations Engagement led by Alderhill, an Indigenous consulting company
5. Establishment of an inter-regional staff network in partnership with the Community Energy Association (CEA)

Through these efforts, the committee strengthened relationships among municipalities, regional districts, and urban and rural communities in our region and identified where the best value exists for ongoing inter-regional coordination. This work reaffirmed the need for and benefit of increased coordination on a regional scale to strengthen climate action, improve information sharing, increase organizational capacity particularly for small and rural communities, improve collaboration on projects of shared interest, enhance staff support in the delivery of cost-effective programs and services, avoid duplication of effort, and to strengthen senior level government advocacy.

To continue this work, the VICC Climate Leadership Steering Committee requires funding from member regional districts. According to a population-based formula, we are requesting \$22,550 from your regional district.

#### Service Proposal:

The research and engagement noted above led the VICC Climate Leadership Steering Committee to determine that its greatest value moving forward is as an inter-regional network convener, facilitator, and advocate for effective and cohesive climate action. This will include the following services:

- Organize annual summit of elected officials, staff, NGO's and businesses for information sharing, relationship building, identifying collaboration opportunities, and advocacy prioritization
- Maintain quarterly steering committee meetings as a strategic planning body
- Liaise with CEA's staff peer network to share best practice and support collaborative initiatives
- Develop a digital resource library for sharing best practices, data, and new initiatives
- Facilitate and administer functional working groups based on shared priorities
- Engage in senior government level advocacy based on climate action advocacy priorities identified through the VICC Climate Leadership Steering Committee and AVICC
- Support continued relationship building with Indigenous communities across VICC

## CEA Secretariat:

Currently the convening of the Steering Committee is supported through partnership with the Community Energy Association (CEA) in a secretariat role. CEA is a non-profit organization with extensive experience in climate planning, engagement, convening networks, advancing cross-regional collaboration, and driving project implementation with local governments and Indigenous communities. Along with providing expertise and project management, CEA is the fiscal agent for the project and brings in-kind contributions to the project from other funding sources, valued at close to \$100,000.

## Funding Request:

To retain CEA in the role of secretariat and to provide the proposed services for the inter-regional climate action network, the VICC Climate Leadership Steering Committee requests the following funding commitment from regional districts across a two-year timeframe of late 2022 through to the end of 2024 (see table 1 below). At the end of this period the funding model will be re-evaluated.

Table 1. Summary of Regional District Funding Allocations

Regional District	Requested Amount*	Status
Alberni-Clayoquot	5,900	
Capital	31,500	Pending
Comox Valley	13,000	Approved
Cowichan Valley	16,000	
Mount Waddington	1,900	
Nanaimo	22,550	
qathet	2,400	Approved
Strathcona	8,400	
Sunshine Coast	5,600	Approved
Islands Trust	250	
<b>Total</b>	<b>107,500</b>	

\*Funding amount per regional district based on a formula factoring in population with adjustments for density

Table 2 provides the budget for project deliverables. Note that in-kind funding is being provided through contributions from internal staff time as well as CEA's contributions. Significant in-kind funding in the form of volunteer time and other funding sources has been contributed to support the convening of the committee and the project outcomes produced to date. As part of the secretariat role, CEA will continue to seek additional funds to support the project.

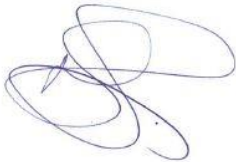
Table 2. Project deliverables and budget highlights

<b>Deliverable</b>	<b>Cost</b>
Ongoing Secretariat tasks (CEA): <ul style="list-style-type: none"> <li>• Coordination of steering committee meetings</li> <li>• Overarching project management</li> <li>• Fiscal and contract management, grant applications</li> <li>• Development and maintenance of digital resource library</li> <li>• Administration and liaison with regional staff network (in-kind)</li> </ul>	\$30,000/year (with significant additional in-kind contributions from CEA)
Reporting: <ul style="list-style-type: none"> <li>• Compilation of research and engagement results</li> <li>• Preparation of strategic vision and goals document</li> <li>• Phase 3 end report</li> </ul>	\$9,500
Events: <ul style="list-style-type: none"> <li>• Annual Summit in 2024</li> <li>• Other events (e.g. LGLA)</li> </ul>	\$28,000
Relationship building with Indigenous partners and others*	\$10,000
<b>TOTAL</b>	<b>\$107,500</b>

\*CEA will support grant applications for additional funding to further support this work and other initiatives that may arise (e.g. working groups)

We are happy to share any further information and thank you in advance for your consideration and support.

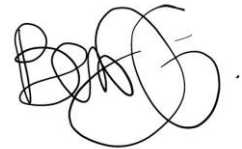
Sincerely,



**Mayor Michelle Staples**  
 City of Duncan  
 VICC Climate Leadership Steering  
 Committee Co-Chair  
[mayor@duncan.ca](mailto:mayor@duncan.ca)



**Councillor Will Cole-Hamilton**  
 City of Courtenay  
 VICC Climate Leadership Steering  
 Committee Co-Chair  
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**Councillor Ben Geselbracht**  
 City of Nanaimo  
 VICC Climate Leadership Steering  
 Committee Co-Chair  
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Attachments:

1. VICC Climate Leadership Steering Committee DRAFT Terms of Reference
2. Territorial Analysis & Survey of Local Government Priorities for Climate Action
3. VICC Resilience Summit Nov 2020 Outcomes Report
4. VICC Youth Summit May 2021 Outcomes Report
5. VICC Indigenous Engagement Summary Report by Alderhill 2023
6. VICC-CL Budget Summary
7. VICC-CL Phase 1 and 2 Project Budget Summary
8. VICC-CL Phase 3 2022-2024 Detailed Budget