

# CITY AND BOROUGH OF SITKA

## Meeting Agenda Sustainability Commission

**Officers:** Chair Aurora Taylor, Vice Chair Elizabeth Bagley, Secretary Erik de Jong

**Members:** Gerry Hope, Adam Vail

**Staff Liaison:** Bri Gabel, Sustainability Coordinator

**Assembly Liaison:** Tim Pike

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Monday, April 6, 2026

6:00 p.m.

Harrigan Centennial Hall

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**I. CALL TO ORDER AND ROLL CALL**

**II. CONSIDERATION OF THE AGENDA**

**III. CONSIDERATION OF THE MINUTES**

Approve the November 3, 2025 minutes.

Approve the January 5, 2026 minutes.

**IV. PERSONS TO BE HEARD** (*not to exceed 3 minutes on topics off the agenda*)

**V. SPECIAL REPORTS**

Municipal Clerk's Office – Boards, Commissions, and Committees Training

**VI. UNFINISHED BUSINESS**

A. Amend Bylaws

**VII. NEW BUSINESS**

B. Approve the Sustainability Commission 2026-2027 Work Plan Goals

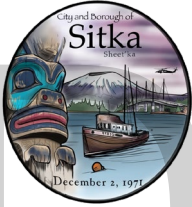
C. Approve the Sustainability Commission Work Plan Document

**VIII. PERSONS TO BE HEARD** (*not to exceed 3 minutes on topics on or off the agenda*)

**IX. REPORTS** (*Staff, Chair, Assembly, Commissioners*)

**X. SET NEXT MEETING DATE AND AGENDA**

**XI. ADJOURNMENT**



# CITY AND BOROUGH OF SITKA

## Meeting Minutes Sustainability Commission

**Officers:** Chair Aurora Taylor, Vice Chair (*Vacant*), Secretary Erik de Jong

**Members:** Elizabeth Bagley, Gerry Hope

**Staff Liaison:** Bri Gabel, Sustainability Coordinator

**Assembly Liaison:** Timothy Pike

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Monday, November 3, 2025

6:00 PM

Harrigan Centennial Hall

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### I. CALL TO ORDER AND ROLL CALL

Chair Taylor called the meeting to order at approximately 6:00 p.m.

**Present:** Aurora Taylor (Chair), Elizabeth Bagley, Gerry Hope, Erik de Jong,  
Timothy Pike (Assembly Liaison)

**Absent:** None

**Staff:** Bri Gabel (Sustainability Coordinator)

**Public:** None

### II. CONSIDERATION OF THE AGENDA

No changes.

### III. CONSIDERATION OF THE MINUTES

Approve the September 8, 2025 minutes.

Hope moved to approve the September 8, 2025 minutes.

Motion PASSED 4-0 by voice vote.

### IV. PERSONS TO BE HEARD (*not to exceed 3 minutes on topics off the agenda*)

None.

### V. SPECIAL REPORTS

None.

### VI. NEW BUSINESS

#### A. Discussion/Direction/Decision on Revision Recommendations to Sitka General Code 2.31: Sustainability Commission

Commissioners discussed the pros and cons of reducing the size of the Commission from seven members to five to address long-term vacant seats and quorum challenges. Hope inquired if changing the number of seats would impact the requirement for at least one individual of Alaska Native heritage; Gabel clarified that it would not.

Commissioners discussed reducing the regular meeting interval from once per month to other intervals, such as every other month or a minimum number per year. Commissioners inquired about the level of detail necessary for the Sitka General Code; Gabel recommended reducing the meeting frequency in the code and specifying additional details, like alternating between regular meetings and work sessions, in the Commission Bylaws. Commissioners further discussed options, and requested Gabel get guidance from the Municipal Clerk.

Hope moved to **RECOMMEND** reducing the Sustainability Commission's size from seven to five.  
**Motion PASSED 4-0 by voice vote.**

Hope moved to **POSTPONE** recommending a change to the Sustainability Commission's regular meeting frequency to the next regular meeting.  
**Motion PASSED 4-0 by voice vote.**

**B. Discussion/Direction/Decision on 2025-2026 Work Plan**

Commissioners discussed how to utilize the next few months to prepare for the annual report to the Assembly in March. Hope recommended using Southeast Conference as a resource for a regional approach to sustainability and looking at City of Juneau's work on municipal solid waste. Bagley recommended dedicating one meeting to a specific topic or goal in the 2025-2026 work plan to allow for in-depth discussion. The Commission informally agreed; Gabel informed the Commission that she would move forward with using the regular meeting time in December as a work session with the next regular meeting in January.

**VII. UNFINISHED BUSINESS**

None.

**VIII. PERSONS TO BE HEARD** (*not to exceed 3 minutes on topics on or off the agenda*)

None.

**IX. REPORTS** (*Staff, Chair, Assembly, Commissioners*)

**Staff:** Gabel attended the Energy Technology Initiatives Partnership Project (ETIPP) Annual Summit she attended in Anchorage. She updated the Commission on the status of the Sitka Community Renewable Energy Strategy (SCRES) final deliverables including the Greenhouse Gas Emissions Inventory. She announced that CBS been awarded the National Renewable Energy Lab's Waste-to-Energy Technical Assistance for State, Local, and Tribal Governments, a small award of approximately 40 hours to assist with municipal solid waste planning.

**Chair:** Taylor announced that Vice Chair Riley had been elected to the City Assembly, that she would be attending the Alaska Forum in February, and that the Environmental Protection Agency's Solid Waste Infrastructure for Recycling grant was open.

**Assembly:** Pike thanked the Commission for welcoming him as the new Assembly Liaison.

**Commissioners:** Bagley reported on the Southeast Alaska Solid Waste Authority meeting she attended during Southeast Conference.

Hope announced that he would be attending the National Congress of American Indians annual convention.

**X. SET NEXT MEETING DATE AND AGENDA**

The next meeting was scheduled for Monday, January 5, 2026 at 6:00 p.m., in Harrigan Centennial Hall.

**XI. ADJOURNMENT**

**Chair Taylor moved to adjourn the meeting.**

**Seeing no objection, the meeting ADJOURNED at approximately 7:27 p.m.**

Minutes by: Erik de Jong, Secretary



# CITY AND BOROUGH OF SITKA

## Meeting Minutes Sustainability Commission

**Officers:** Chair Aurora Taylor, Vice Chair Elizabeth Bagley, Secretary Erik de Jong

**Members:** Gerry Hope, Adam Vail

**Staff Liaison:** Bri Gabel, Sustainability Coordinator

**Assembly Liaison:** Timothy Pike

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Monday, January 5, 2026

6:00 p.m.

Harrigan Centennial Hall

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### I. CALL TO ORDER AND ROLL CALL

**Staff Liaison Gabel called the meeting to order at approximately 6:04 p.m.**

**Present:** Aurora Taylor (Chair), Elizabeth Bagley, Gerry Hope (telephonic), Erik de Jong, Adam Vail, Timothy Pike (Assembly Liaison)

**Absent:** None

**Staff:** Bri Gabel (Sustainability Coordinator)

**Public:** Leah Mason

### II. ELECTION OF OFFICERS

#### CHAIR

**Bagley moved to nominate Taylor as Chair; Taylor accepted the nomination. Taylor was ELECTED as Chair 5-0 by roll call vote.**

#### VICE CHAIR

**Taylor moved to nominate Bagley as Vice Chair; Bagley accepted the nomination. Bagley was ELECTED as Vice Chair 5-0 by roll call vote.**

#### SECRETARY

**Bagley moved to nominate de Jong as Secretary; de Jong accepted the nomination. de Jong was ELECTED as Secretary 5-0 by roll call vote.**

### III. CONSIDERATION OF THE AGENDA

No changes.

### IV. CONSIDERATION OF THE MINUTES

None.

### V. PERSONS TO BE HEARD *(not to exceed 3 minutes on topics off the agenda)*

Leah Mason spoke on the recent Assembly discussions on bears and the potential impact on municipal solid waste planning.

### VI. SPECIAL REPORTS

None.

## VII. UNFINISHED BUSINESS

### A. Discussion/Direction/Decision on Revision Recommendations to Sitka General Code (SGC) 2.31: Sustainability Commission

Gabel updated the Commission on the advice from the Municipal Clerk and further explained the distinctions between regular meetings and work sessions. Commissioners discussed the pros and cons of recommending a change SGC 2.31 to allow more flexibility in the meeting kind and frequency. Assembly Liaison Pike advised the Commission to be prepared to answer questions from the Assembly about the change and the motive behind it.

Mason spoke in favor of maintaining the monthly meeting frequency.

**Bagley moved to request the Clerk draft language that would allow for more flexibility between regular meetings and work sessions, with a minimum of 6 meetings per year, if necessary.**

**Motion PASSED 5-0 by roll call vote.**

## VIII. NEW BUSINESS

### B. Review and Amend the Bylaws

Commissioners reviewed the Bylaws and the proposed amendment to add *Section IV: Meetings B: Work Sessions* as proposed in the packet. Bagley and Hope proposed small changes to wording of the supporting language to allow more flexibility. The Commission further discussed the process in which the update would happen if SGC 2.31 were to be updated with their recommendations. Commissioners requested that the amendment be considered after the proposed code changes go to the Assembly for approval before amending.

Mason spoke to the longevity of a formal code change versus the Commission's Bylaws.

### C. Discussion/Direction/Decision on the Sitka Greenhouse Gas Emissions Inventory

Gabel updated the Commission on the second version of the 2023 Sitka Community GHG Emissions Inventory that was open for public comment until January 25<sup>th</sup> and the potential next steps with the document as the Sitka Community Renewable Energy Strategy (SCRES) was nearing the end of technical assistance support. Bagley proposed a work session to help promote and interpret the document for the public and that it might make a good goal for upcoming work plan. Commissioners continued to brainstorm potential ways to use the inventory in planning the upcoming goals and developing next steps alongside the Assembly.

Mason spoke in support of the SCRES and emphasized the importance of next steps and public accessibility of the inventory.

### D. Discussion on Sustainability Commission 2026-2027 Work Plan Goals

Commissioners reviewed the 2025-2026 goals and suggested highlights to include in the Assembly update such as the comments on electric vehicles to the Alaska Marine Highway System's Request for

Information in September. Hope suggested that a goal related to the ferry be considered. Commissioners continued to discuss how to use the GHG emissions inventory and the upcoming SCRES document to inform their goals for the upcoming year. They reviewed the proposed schedule in the packet that aligned with the SCRES finalization.

**IX. PERSONS TO BE HEARD** (*not to exceed 3 minutes on topics on or off the agenda*)

None.

**X. REPORTS** (*Staff, Chair, Assembly, Commissioners*)

**Staff:** Gabel reported her attendance to the Alaska Municipal League's (AML) regional roundtable discussion in Juneau and the overlap of AML's community resiliency work with sustainability.

**Chair:** None.

**Assembly:** Pike summarized the recent Assembly discussions about bears and municipal solid waste and noted that some work may be requested in the future in collaboration with the Bear Task Force.

**Commissioners:** None.

**XI. SET NEXT MEETING DATE AND AGENDA**

The next meeting was scheduled for February 2, 2026 at 6:00 p.m., in Harrigan Centennial Hall.

**XII. ADJOURNMENT**

**Chair Taylor moved to adjourn the meeting.**

**Seeing no objection, the meeting ADJOURNED at approximately 7:57 p.m.**


Minutes by: Erik de Jong, Secretary



# CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

## MEMORANDUM

**To:** Sustainability Commission Members  
**From:** Bri Gabel, Sustainability Coordinator   
**Date:** April 3, 2025  
**Subject:** Amend Bylaws

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### **Background**

In the initial meeting of the Sustainability Commission, the Commission adopted bylaws comprised of sections of the Sitka General Code, the establishing ordinance of the Commission, and other parliamentary procedure resources. The purpose of this document was to act as an accessible way to answer questions pertaining to Commission duties, functions, and procedures.

Article VII; Section C, states: The Commission shall annually review the bylaws at the first regular meeting in January, which the Commission did at their January 5<sup>th</sup> meeting.

In that same meeting, the Commission requested language in SGC 2.31 to allow for more flexibility between regular meetings and work sessions, with a minimum of 6 meetings per year, if necessary. This recommendation was not taken forward to the Assembly as shortly after, the Municipal Clerk found legal guidance that would allow the Commission some flexibility in alternating between regular meetings and work sessions.

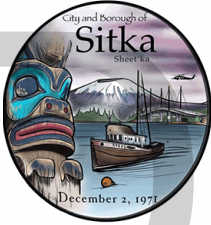
To reflect this intention clearly, the amendments to the bylaws have been amended to reflect this.

### **Recommendation**

Amend the Sustainability Commission Bylaws Article IV: Meetings, as drafted.

### **Encl**

Sustainability Commission Bylaws with recommended amendments.



# CITY AND BOROUGH OF SITKA

## Bylaws of the Sustainability Commission

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Adopted November 14, 2022  
Amended April 1, 2024

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### I. PURPOSE, DUTIES, AND RESPONSIBILITIES

#### A INTRODUCTION

The Sustainability Commission of the City and Borough of Sitka (respectively “Commission” and “City”) is an advisory body established by Ordinance 2022-16S. This document summarizes the scope of the responsibilities of the Commission and specifies the way those responsibilities shall be performed, including its structure, processes, and reporting requirements, as mandated in its establishing ordinance and within Sitka’s General Code (SGC).

#### B PURPOSE

It is the intent of the Sustainability Commission to work towards catalyzing a healthy community now and in the future by proposing solutions to environmental, social, and economic concerns of the City and Borough of Sitka, its partners, and community members (Ord. 2022-16S § 3, 2022.).

#### C DUTIES AND RESPONSIBILITIES

The Commission will act as an advisory body to the Assembly with the purpose of catalyzing and developing municipal and community-focused approaches that support the social, environmental, and economic sustainability of the City. The Commission will accomplish this by working towards the following actions described below (SGC 2.31.060).

- i. Fossil energy use reduction and development of local, renewable energy sources.
- ii. Responsible use of natural resources.
- iii. Diminution of Sitka’s supply-chain fragility.
- iv. Food security enhancement.
- v. Sustainable transportation options that leverage Sitka’s locally generated, renewable energy sources.
- vi. Solid waste consumption, reduction, composting, recycling, and re-use.
- vii. Robust and healthy local ecosystems and natural communities.
- viii. Other matters as the Assembly or Commission may deem beneficial for the City.

### II. ORGANIZATION

#### A MEMBERS

The Commission is composed of five (5) members appointed by the Assembly and, to the extent deemed advisable by the Assembly and possible from the applicants, include at least one (1) individual with background or training as a sustainability professional and at least one (1) individual of Alaska Native heritage with understanding and appreciation of the historical importance of sustainability on Tlingit Aaní. All voting members of the commission shall be at-large members and representative of a diverse cross-section of the community (SGC 2.31.010).

The Sustainability Coordinator within the Planning and Community Development Department or designee shall be an ex-officio member without a vote (SGC 2.31.010). The Sustainability Coordinator will also serve as the point of contact between Commissioners and City staff through which requests for information can be made.

**B TERM**

The term of a voting member shall be three (3) years or until a successor is appointed. Terms will have staggered expiration dates (SGC 2.31.020).

**C OFFICERS**

The Commission will designate a Chair, a Vice Chair and a Secretary, each of whom shall be elected by the voting members of the Commission and shall serve a term to expire upon election of officers at the first meeting of the following year. The Secretary shall provide minutes of all meetings to the Municipal Clerk (SGC 2.14.040).

In addition to the above officers, the Commission, by a majority vote of its voting members, may designate and elect or appoint such other officers, assistant officers, and agents as it deems necessary at such time, in such manner, and upon and for such terms as it shall prescribe. All officers and agents shall serve at the pleasure of the Commission, whenever in its judgment the best interest of the commission will be served (SGC 2.31.050).

**D RESIGNATION**

Should a member resign from their position prior to expiration of their term, the vacancy on the Commission shall be filled by appointment by the Assembly for any remainder of an unexpired term (SGC 2.31.020).

Should an officer resign from their position prior to expiration of their term, or otherwise is unable or unwilling to perform duties as required of the office, the Commission may elect an officer to serve out the remainder of that term (SGC 2.31.050).

### III. CONDUCT AND PARTICIPATION

**A PARLIAMENTARY AUTHORITY**

The conduct of the meetings shall be generally guided by the rules contained in the modern (11<sup>th</sup>) edition of *Robert's Rules of Order*.

**B TELECONFERENCE PARTICIPATION**

While physical presence of the members and the public is the preferred method of participation at the meetings, teleconference participation is allowed (SGC 2.25.050). Any member may participate in any meeting by teleconference. Teleconference participation is solely at the discretion of the member who requests this method of participation if the member is out of town or incapacitated.

The member shall notify the Sustainability Coordinator to arrange for teleconference participation at least twenty-four (24) hours before any regular meeting, and at least twelve (12) hours before any special meeting. If the member is a presiding officer, they shall not preside over the meeting when participating by teleconference.

Teleconference participation at any meeting is limited to four (4) times a year by each member (SGC 2.25.050 (f)).

**C VOTING**

Abstention from voting is not allowed (Sitka Charter 2.10, Alaska Statutes 29.29.169(d)) except in cases where a commissioner may have a conflict of interest as defined in the City Charter 1.04.080.

Three (3) affirmative votes shall be necessary to carry any questions (SGC 2.25.020). Vacant memberships shall be counted in determining whether this majority requirement is met. (SGC 2.25.010).

All voting will be done by voice vote unless done by roll call when requested by the Chair. The roll call will be done alphabetically. Roll call votes of every member will be recorded.

All voting at meetings with teleconferencing participants shall be by roll call vote (SGC 2.25.050 (e)).

**D ABSENCES**

The minutes shall show those in attendance at each meeting, and whether an absent member is excused or not. The members shall notify the Sustainability Coordinator of their absence at least twenty-four (24) hours before any regular meeting, and at least twelve (12) hours before any special meeting.

Three (3) unexcused absences, as determined by the appointed board or commission, in one (1) year by a member shall automatically be cause for forfeiture of membership (SGC 2.25.040).

**IV. MEETINGS****A MEETINGS NORMAL MEETING TIME**

Meetings will be held once per month at such time as the Chair or, in their absence, the Vice Chair shall determine (SGC 2.31.030). Meetings will normally take place at 6:00 PM on the first Monday of each month at Harrigan Centennial Hall. The Commission will hold either a Regular Meeting (Section VI A) where formal action can be taken, or a Work Session (Section VI B) if formal action is not needed. ~~The Commission will give reasonable public notice by advertising its meetings at least one (1) business day in advance and comply in all respects with the Alaska Open Meetings Act.~~

**B REGULAR MEETINGS**

Regular meetings follow parliamentary procedure (Section 3A) and formal action can be taken. Regular meetings will be held as items are requested through Section V: Setting the Agenda.

**C WORK SESSIONS**

If a regular meeting is not needed to take formal action, the Commission will instead hold a Work Session at the normal meeting time. No formal action will be taken.

**D SPECIAL MEETINGS**

Special meetings may be called with seven (7) days advance notice. Special meetings may be called by the Chair or by request to the Chair. ~~Reasonable public notice will be given by advertising its meetings at least one (1) business day in advance.~~

**E ALASKA OPEN MEETINGS ACT COMPLIANCE**

The Commission will give reasonable public notice of any regular meeting, work session, special meeting, or other event where a quorum (Section VI. F) may be present by advertising its meetings at least one (1) business day in advance and comply in all respects with the Alaska Open Meetings Act. For meetings without formal action such as work sessions, advertisements should state that no formal action will be taken.

**F QUORUM**

A quorum of three (3) members is required to hold a meeting. Vacancies in memberships shall be counted in determining whether there is a quorum (SGC 2.25.010).

**G INFORMAL WORKING GROUPS**

The Commission may form informal working groups to address key areas that may evolve if needed. To remain in compliance with the Alaska Open Meetings Act, the number of members in an informal working group is limited to two (2) Commissioners. The purpose is to develop operational, and engagement plans as well as implementation strategies for review of the entire Commission. Example areas may include but are not limited to electric vehicles and city infrastructure, sustainable tourism, greenhouse gas emissions inventories, and solid waste management.

**H ORDER OF BUSINESS**

The order of business shall normally be:

- i. Call to Order and Roll Call
- ii. Consideration of the Agenda
- iii. Consideration of the Minutes
- iv. Persons to be Heard (*not to exceed 3 minutes on topics off the agenda*)
- v. Special Reports
- vi. Unfinished Business
- vii. New Business
- viii. Persons to be Heard (*not to exceed 3 minutes on topics on or off the agenda*)
- ix. Reports (*Staff, Chair, Assembly, Commissioners*)
- x. Set Next Meeting Date and Agenda
- xi. Adjournment

**V. SETTING THE AGENDA****A ADDING ITEMS TO THE NEXT AGENDA**

The agenda shall normally be set seven (7) days in advance of the regular meeting. To remain in compliance with the Alaska Open Meetings Act, items may not be added after the agenda has been publicly advertised or during a regular or special meeting. Items may be added to the next agenda:

- i. By Commissioner request during a meeting or by contacting and requesting to the Chair.
- ii. As requested by the Assembly, Administrator, and other Department Heads within the City.
- iii. Or the public may request items to be added through public testimony, written correspondence, or verbal request to a member of the Commission. Items requested by the public will be added to agendas at the discretion of the Chair.

**B ITEMS NOT ADDED TO THE AGENDA**

Item requests made outside of meetings by Commissioners that are not added to the agenda will be published in the monthly meeting packet and accompanied by a rationale for submittal statement and a response from either the Chair or Staff Liaison for Commissioner review. A motion to add denied items to a future agenda may be made under Order of Business X: Set Next Meeting Date and Agenda.

## VI. WORKING PROCEDURES

### A ANNUAL WORK CYCLE

To best utilize Commissioner's time, City resources, align the workflow of the Commission with that of the City's, and meet annual reporting as deemed by the Assembly, the Commission will operate on the Annual Work Cycle outlined below. It should be noted that the City operates on a fiscal year (FY), which begins July 1, and ends on June 30. As such, the adopted timeframes align with City's budgeting process deadlines to minimize time spent waiting for the allocation of resources from the City.

The following dates are to serve as a guide and do not require strict adherence. It is subject to the discretion of the Commission to adjust timelines as needed to meet Assembly goals while remaining in sync with City operations.

#### **SUSTAINABLY COMMISSION ANNUAL WORK CYCLE OUTLINE (APPENDIX A)**

**July-March:** Execute current FY goals.

**September-October:** Public Input for upcoming FY.

**October-December:** Brainstorm goals, select, and define outcomes for upcoming FY.

**January-March:** Prepare annual report for Assembly with updates on the current FY goals and proposing upcoming FY goals.

**March-April:** Present report to Assembly.

**April-June:** Conclude work for current FY. Begin preparing for goals of the upcoming FY.

### B REPORTING TO THE ASSEMBLY

Annually, the Commission will develop, identify, and present goals to the Assembly for approval. The approved goals shall be the Commission's primary focus for the following year. Concurrently with presenting goals to the Assembly, the Commission will submit a report to the Assembly on progress towards the previous year's goals and other activities which were approved and directed by the Assembly (SGC 2.31.060).

### C EXTERNAL RESOURCES

With the approval and direction of the Assembly, the Commission will work with designated staff to provide information and outreach to the public, in order to understand community priorities and develop community consensus on matters concerning sustainability. This effort may require the commission to invite participation and technical expertise from community partners and professionals (e.g., engineers, public administration experts, earth system scientists, business leaders, educators, community group leaders, etc.). If City and Borough funds are needed to facilitate participation and technical expertise from community partners and professionals, the commission shall obtain prior approval and the necessary appropriation from the Assembly (SGC 2.31.060).

## VII. AMENDMENTS

### A COMPLIANCE

The Commission recognizes that these bylaws repeat provisions in the City Charter and SGC and that those provisions take precedence and cannot be altered, amended, or repealed.

### B AMENDMENTS

Sections of these bylaws not established by City Charter or SGC may be altered, amended, or repealed by the affirmative vote of a majority of members at any regular or special meeting. Any amendments will be consistent with the Charter and SGC.

**C REVIEW OF BYLAWS**

The Commission shall annually review the bylaws at the first regular meeting in January.

**VIII. ADOPTION**

These foregoing bylaws have been **ADOPTED AND APPROVED** by the Sustainability Commission by 6-0 voice vote on this 14<sup>th</sup> day of November 2022.

ATTEST:

\_\_\_\_\_  
Katie Riley, Chair

\_\_\_\_\_  
Carol Voisin, Secretary

**IX. AMENDMENT HISTORY**

**I. ARTICLE IV: MEETINGS, SECTION A: REGULAR MEETINGS**

Date and time change from 2<sup>nd</sup> Monday of each month at 6:30 P.M.

Amended: January 9, 2023

**II. ARTICLE V: SETTING THE AGENDA**

Added clarification to Section A: Adding Items to the Next Agenda and addition of Section B: Items Not Added to the Agenda.

Amended: February 7, 2023

**III. MEETINGS, SECTION A: REGULAR MEETINGS**

Date and time change from 1<sup>st</sup> Tuesday of each month at 6:00 P.M.

Amended: February 4, 2024

**IV. ARTICLE IV: MEETINGS, SECTION B: ORDER OF BUSINESS**

Added V. Special Reports and IX: Reports to Order of Business.

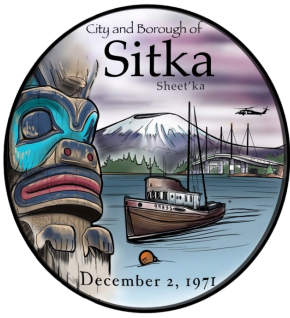
Amended: April 1, 2024

**V. ARTICLE IV: MEETINGS**

Changed A: Regular Meetings to Normal Meeting Time. Added B: Regular Meetings, C: Work Sessions, E: Alaska Open Meetings Act Compliance. Moved E: Special Meetings to D, B: Quorum to F and D: Informal Working Groups to G.

Amended:






# CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

## MEMORANDUM

**To:** Sustainability Commission Members  
**From:** Bri Gabel, Sustainability Coordinator   
**Date:** April 3, 2026  
**Subject:** **Approve Sustainability Commission 2026-2027 Work Plan Goals**

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### **Background**

On March 5<sup>th</sup>, 2025, the Assembly [unanimously approved](#) the goals of the [Sustainability Commission 2025-2026 Work Plan](#). These goals are:

1. Support Sustainable Municipal Operations
  - a. Update the Municipal Greenhouse Gas Emissions Inventory and analyze progress
  - b. Identify sustainability metrics for municipal operations that align with CBS's Strategic Plan
  - c. Develop recommendations and necessary actions to reduce municipal emissions, such as continued support for electrification of the municipal fleet via advisory group
  - d. Integrate sustainability metrics into existing and near future CBS projects
2. Explore Regional Approach to Sustainability
3. Continue Collaborating with City Staff on Strategic Management of Municipal Solid Waste
  - a. Develop the Solid Waste Advisory Group Charter and MSW Strategy
  - b. Facilitate Public Engagement in the Southeast Alaska Solid Waste Authority Regional Planning Project
4. Continue Supporting and Finalizing the Sitka Community Renewable Energy Strategy

### **Analysis**

Many of the goals remain the same as the 2025-2026 Work Plan as federal administration changes, quorum challenges, and staff vacancies made progress challenging. However, the Commission was still able to take notable actions to support actions for each were taken despite these challenges.

Throughout the February and March Work Session, the Commission has revised the goals for the 2026-2027 Work Plan as follows:

1. Continue supporting municipal operations
  - a. Scope the municipal greenhouse gas (GHG) emissions inventory with City Staff
  - b. Identify key data sources for municipal GHG emissions inventory
  - c. Focus on operational improvements to support emission reduction of the municipal fleet

2. Continue exploring regional approach to sustainability
  - a. Connect with neighboring communities with similar bodies to identify overlap in goals
  - b. Identify opportunities to collaborate with other CBS bodies to broadly integrate the principles of sustainability
  - c. Support the Alaska marine highway system service to improve reliability, sustainability, and frequency
  - d. Support other regional sustainability efforts, such as improving energy efficiency
  
3. Continue collaborating with city staff on strategic management of municipal solid waste (MSW)
  - a. Engage with the public works director to determine best ways for the sustainability Commission to support MSW management
  - b. Revisit and revise the solid waste advisory group with input from the new director, develop a group charter, and update the 2024 SWOT analysis.
  - c. Draft recommendations from the findings of the Waste to Energy Technical Assistance
  
4. Finalize the [Sitka Community Renewable Energy Strategy \(SCRES\)](#)
  - a. Promote resources and findings in the education modules and the 2023 Sitka Greenhouse Gas Emissions Inventory
  - b. Determine next steps for the GHG emissions inventory
  - c. Support the Assembly in adoption of the final strategy

### **Recommendation**

Continue discussion regarding the updated draft goals for 2026-2027 and ask any clarifying questions and/or suggest changes to the goals. A motion(s) should be made to formally approve these goals.

### **Next Steps**

Chair Taylor and Vice Chair Bagley are scheduled to update the Assembly and present the 2026-2027 goals and work plan at the April 28<sup>th</sup> meeting.

### **ENCL:**

Draft 2026-2027 Annual Work Plan (Appendices excluded)

## **POSSIBLE MOTION(S)**

Approve goals individually:

**I MOVE TO** approve Goal 1. Continue supporting sustainable municipal operations and its supporting actions as written in the packet.

**I MOVE TO** amend Goal 1 by adding/removing/rewording action letter \_\_\_\_.

*Repeat with each goal.*

Approve all goals as written:

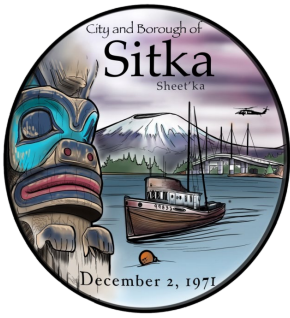
**I MOVE TO** approve the Sustainability Commission 2025-2026 Goals as written in the packet.

Modify goal(s) through discussion by amending the main motion.

**I MOVE TO** amend the main motion by adding/removing/rewording Goal #/action letter \_\_\_\_.

If amendment(s) pass, main motion becomes:


**I MOVE TO** approve the Sustainability Commission 2025-2026 Goals as written in the packet and as amended.



# CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

## MEMORANDUM

**To:** Sustainability Commission Members  
**From:** Bri Gabel, Sustainability Coordinator   
**Date:** April 3, 2026  
**Subject:** **Approve Sustainability Commission 2026-2027 Work Plan Document**

---

### Background

This item has been included to allow the Commission to make edits and request changes to the 2026-2027 work plan draft.

An agenda item request for Assembly review of the 2026-2027 Work Plan has been requested for the April 28<sup>th</sup> meeting. A final copy of the plan must be submitted by April 22<sup>nd</sup> at noon.

### Recommendation

Please request any edits and/or modifications to the 2026-2027 work plan that help clarify or better reflect the Commission's perspective of the finalized goals. If major modifications should be made, consider requesting a work session.

It is recommended a motion be made to approve the 2026-2027 work plan.

### **ENCL:**

Draft 2026-2027 Annual Work Plan (Appendices excluded)

---

### **POSSIBLE MOTION(S)**

**I MOVE TO** approve the Sustainability Commission 2026-2027 Work Plan as published in the packet.

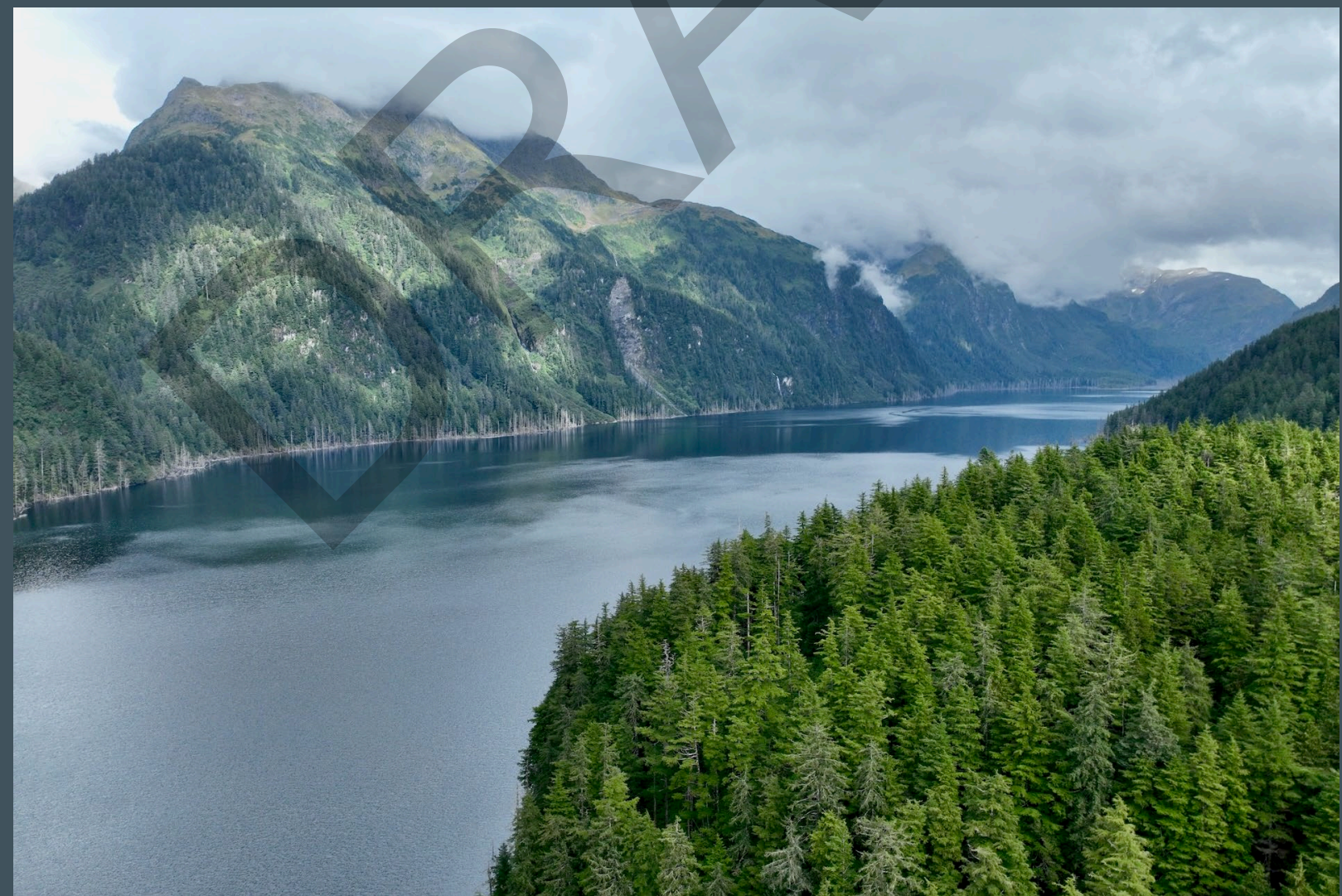
**I MOVE TO** approve the Sustainability Commission 2026-2027 Work Plan as published in the packet and amended through Commission discussion.

**I MOVE TO** add/reword/replace/reorder \_\_\_\_\_ from page #.



City and Borough  
of Sitka

# SUSTAINABILITY COMMISSION WORK PLAN 2026-2027





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## 2026-2027 Goals

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2. Continue Exploring a Regional Approach to Sustainability

#

3. Continue Collaborating with City Staff on Strategic Management of Municipal Solid Waste

#

4. Finalize the Sitka Community Renewable Energy Strategy

#

## SUSTAINABILITY COMMISSION MEMBERS

Aurora Taylor, Chair

Elizabeth Bagley, Vice Chair

Erik de Jong, Secretary

Gerry Hope

Adam Vail

Bri Gabel, Staff Liaison

Tim Pike, Assembly Liaison

Kevin Mosher, Alt. Assembly Liaison

### CONTACT

[sustainability@cityofsitka.org](mailto:sustainability@cityofsitka.org)

# City and Borough of Sitka

## SUSTAINABILITY COMMISSION

### EXECUTIVE SUMMARY



The Sustainability Commission acts as an advisory body to the Assembly with the purpose of catalyzing and developing municipal and community-focused approaches that support the social, environmental, and economic sustainability of the City (SGC 2.31.010).

2025-2026

## NOTABLE ACTIONS

- Released the final 2023 community-wide greenhouse gas emissions inventory
- Drafted CBS comments for the Alaska Marine Highway System code revision on electric vehicle transportation
- Assisted in scoping National Lab of the Rockies technical assistance to support strategic planning of municipal solid waste

CONTINUE

### 1. SUPPORTING SUSTAINABLE MUNICIPAL OPERATIONS

In 2025, the Commission prioritized working on goals and support the Assembly's direction to decarbonize city operations by 2030 (CBS Res. 22-18). **To support this goal over the next year, proposed actions include:**

- Scope the municipal greenhouse gas emissions inventory with City staff.
- Identify key data sources for municipal greenhouse gas emissions inventory.
- Focus on operational improvements to support emission reduction of the municipal fleet.

### 2. EXPLORING REGIONAL APPROACH TO SUSTAINABILITY

This goal aims to develop the Commission's regional and local role by:

- Connecting with neighboring communities with similar bodies to identify overlap in goals.
- Identifying opportunities to collaborate with other CBS bodies to broadly integrate the principles of sustainability.
- Support the Alaska Marine Highway Service to improve reliability, sustainability, and frequency.
- Support other regional sustainability efforts, such as energy efficiency.

### 3. COLLABORATING WITH CITY STAFF ON STRATEGIC MANAGEMENT OF MUNICIPAL SOLID WASTE (MSW)

In the past year, staffing changes have made this goal particularly challenging. **To support this goal over the next year, proposed action items include:**

- Engage with the Public Works Director to determine the best ways for the Sustainability Commission to support MSW management.
- Revisit and revise the Solid Waste Advisory Group with input from the new director, develop a group charter and update 2024 SWOT analysis.
- Draft recommendations from the findings of the Waste-to-energy technical assistance.

### 4. FINALIZING THE SITKA COMMUNITY RENEWABLE ENERGY STRATEGY (SCRES)

While anticipated to be completed in 2025, federal administration changes have delayed the completion of the SCRES. **To support its finalization over the next year, action items include:**

- Promote resources and findings in education modules and the 2023 GHG emission inventory.
- Determine next steps for the GHG emission inventory.
- Support the Assembly in adoption of the final strategy.








# City and Borough of Sitka

## SUSTAINABILITY COMMISSION

### EXECUTIVE SUMMARY



#### DUTIES AND RESPONSIBILITIES SGC 2.31.060 B

-  Fossil energy use reduction and development of local, renewable energy sources.
-  Responsible use of natural resources.
-  Diminution of Sitka's supply-chain fragility.
-  Food security enhancement.
-  Sustainable transportation options that leverage Sitka's locally generated, renewable energy sources.
-  Solid waste consumption, reduction, composting, recycling, and re-use.
-  Robust and healthy local ecosystems and natural communities.
- Other matters as the Assembly or Commission may deem beneficial for the City.

#### 2025 ACTIONS

##### Sustainable Municipal Operations Support

Appointed 2 Commissioners to the Decarbonizing and Right-sizing to Improve Vehicle Efficiency (DRIVE) Advisory Group

Drafted CBS comments for the Alaska Marine Highway System code revision on electric vehicle transportation

##### Regional Approach to Sustainability

Attended Southeast Alaska Solid Waste Authority meeting at Southeast Conference

##### Strategic Management of Municipal Solid Waste Collaboration

Assisted in scoping National Lab of the Rockies technical assistance to support strategic planning

##### Sitka Community Renewable Energy Strategy

Released the final 2023 community-wide greenhouse gas emissions inventory

Completed energy education modules for CBS website

#### SUPPORTS:



				✓			
				✓			✓
					✓		
						✓	
✓		✓		✓			
✓	✓	✓					

# 2025-2026 GOAL UPDATES & ACTIONS

On March 11<sup>th</sup>, 2025, Chair Taylor and Vice Chair Riley presented the 2025-2026 Work Plan to the City Assembly which was unanimously approved (Item 25-041). Throughout the following year, the Sustainability Commission made steady progress towards the goals as despite challenges from federal administration changes, CBS vacancies, and quorum requirements. As such, this work plan is primarily focused on updates and anticipated next steps for the upcoming year. **The 2025-2026 goals were presented as:**

## **1. SUPPORT SUSTAINABLE MUNICIPAL OPERATIONS**

In the previous work plan, the Commission reframed the goals to primarily focus on CBS operations rather than project-based goals and drafted potential strategic deliverables to support the Assembly's direction to decarbonize city operations by 2030 (CBS Res. 22-18). Unfortunately, with many of these deliverables contingent on other goals and/or collaboration with vacant CBS positions, this goal did not unfold as initially anticipated. However, many of the proposed deliverables are still viable options and would benefit CBS. As vacancies gradually filled towards the end of 2025, the Sustainability Commission remain responsive to requests from CBS staff as unexpected events and opportunities arose throughout the year.

In August 2025, the Alaska Marine Highway System (AMHS) announced a brief public comment period for a code review shortly after Alaska Marine Lines announced it would no longer ship electric vehicles (EVs). With the AMHS now the only way for EVs to arrive in Sitka, **the Municipal Administrator requested the Sustainability Commission to draft comments for CBS outlining the importance of the AMHS's service and recommended ways to improve the booking process, summarized global safety developments, and to the importance as the only option for municipal EV procurement.**



# 2025-2026 GOAL UPDATES & ACTIONS

## 2. EXPLORE REGIONAL APPROACH TO SUSTAINABILITY

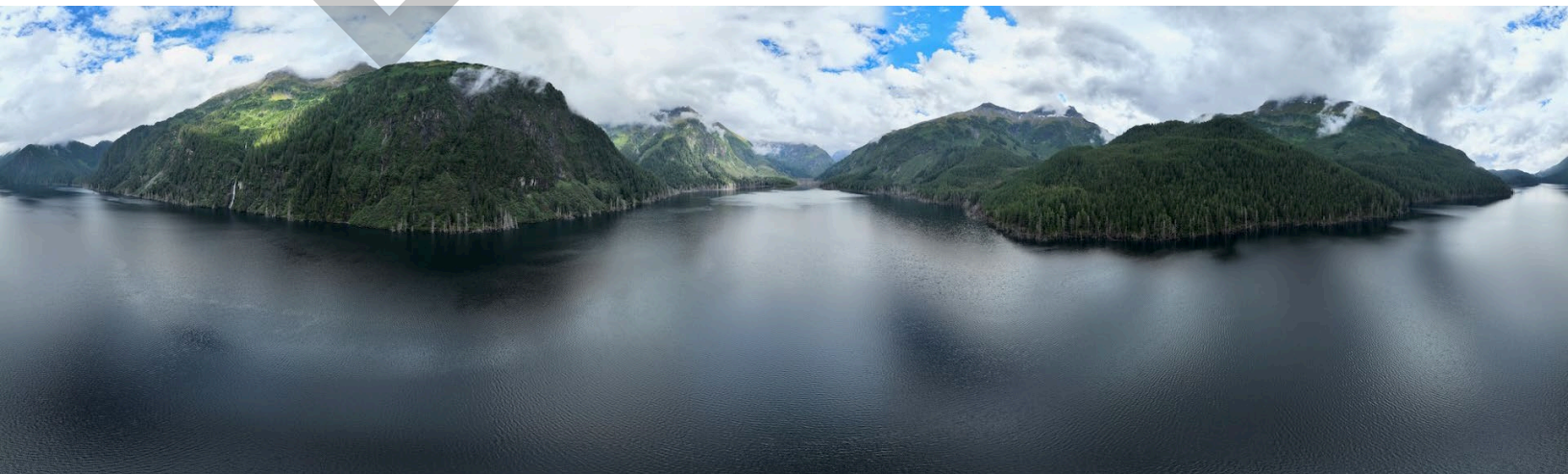
Much of the progress made on this goal closely overlapped with goal 3, as CBS is a participant in the Southeast Alaska Solid Waste Authority's (SEASWA) regional planning project in partnership with Southeast Conference. This project aims to prepare a regional approach to municipal solid waste. In September 2025, Southeast Conference held its annual meeting in Sitka which included a session on municipal solid waste and the SEASWA project, which was attended by two Commissioners who connected with other communities and other MSW stakeholders.

## 3. COLLABORATE WITH CITY STAFF ON STRATEGIC MANAGEMENT OF MUNICIPAL SOLID WASTE (MSW)

Progress on this goal was adversely affected by the extended vacancy of the Public Works Director position. Fortunately, regional progress was still possible through the regional SEASWA planning effort as summarized in Goal 2. The Solid Waste Advisory Group Commissioners assisted the Sustainability Coordinator in scoping a small technical assistance award from the National Lab of the Rockies.

## 4. CONTINUE SUPPORTING AND FINALIZE THE SITKA COMMUNITY RENEWABLE ENERGY STRATEGY (SCRES)

Progress on this goal was significantly adversely affected by federal administration changes that inhibited the technical support of the national labs provided by CBS's Energy Technology Innovation Partnership Project (ETIPP) award. Changes to the publishing process at the labs led to long delays and travel restrictions shifted much of the public engagement to the Sustainability Coordinator. While circumstances minimized the Sustainability Commission's ability to support this goal for much of 2025, the final 2023 community-wide greenhouse gas emissions inventory was released in early 2026 and is available online. The Sustainability Commission is prepared to promote public education with the GHG Emissions Inventory and the support engagement in finalization process of the strategy. With adjusted timelines as determined by CBS staff and the national lab technical team, the SCRES is anticipated to conclude in late 2026.



# 2026-2027 WORK PLAN DEVELOPMENT

Now approaching its fourth year, the Sustainability Commission has made steady ground towards its initial multi-year efforts outlined in its initial 2023-2024 work plan. When annual work plan development begins at the beginning of each year, the Commission assesses its previous work and brainstorms opportunities to improve its operational flow. In the 2025-2026 plan, this included recategorizing the existing goals into either project or operational focused with the intent to shift from project-oriented goals to municipal operational support. Many of the goals in the 2026-2027 work plan remain unchanged and primarily focuses on updates and refinements to the proposed actions. The Sustainability Commission has once again reflected and intends the upcoming year to work as follows:

## **IN 2026, THE SUSTAINABILITY COMMISSION WILL STRATEGICALLY ALTERNATE BETWEEN REGULAR MEETINGS AND WORK SESSIONS**

Due to the long-term nature of the goals prioritized by the Sustainability Commission, progress that results in month-to-month action is not guaranteed. Additionally, many of the goals require significant background information to understand and effectively engage in to make progress. To continue momentum, the Sustainability Commission anticipates on alternating between regular meetings where formal action can be taken, and work sessions where no formal action is taken, but collaboration can continue.

This approach has the additional benefit of allowing Commissioners and the public to deep-dive into topics in a less formal setting and learn about complicated topics from City staff. With this approach, meaningful contributions can be made when action eventually becomes necessary at subsequent regular meetings or in other instances that may arise. These work sessions will be aligned with the Commission's duties and may include topics such as municipal solid waste, greenhouse gas emission inventories, supply chain challenges, or other topics of community interest or as suggested by City staff or the Assembly.

## **WORK PLAN APPROVAL**

In February and March, the Sustainability Commission held Work Sessions focused on the 2026-2027 Work Plan development. At the April 6<sup>th</sup> meeting, the Commission voted #-# to approve the following goals for 2026-2027:



# CONTINUE SUPPORTING SUSTAINABLE MUNICIPAL OPERATIONS

1

## SUPPORTS:



Fossil energy use reduction and development of local, renewable energy sources.



Responsible use of natural resources



Robust and healthy local ecosystems and natural communities.

**SUMMARY:** In 2025, the Commission reframed the goals to primarily focus on CBS operations rather than project-based goals. The Commission drafted potential strategic deliverables to support the Assembly's direction to decarbonize city operations by 2030 (CBS Res. 22-18). This goal is meant to position the Commission to support Assembly direction given to decarbonize City operations by 2030 (Res. 22-18) by supporting the City's asset management program. By focusing on ongoing CBS operations and projects, the proposed strategic deliverables are meant to integrate principles of sustainability into the workings of the City, build resources to support long-term change, and create tools to evaluate progress.

**INVOLVED DEPARTMENTS:** Planning and Community Development, Public Works

## FOCUS:

Municipal - Improves existing service

Municipal - Adds new service

Community

## FITS WITHIN EXISTING CITY BUDGET:

No

Somewhat

Via grants

Yes

## TIME INTENSITY:

Low

Moderate

High

Substantial

## CBS STAFF:

During  
Post



## COMMISSION:



## TIMEFRAME:

Q2 2026

Q3 2026

Q4 2026

Q1 2027

## CHALLENGES

Unfortunately, many of the proposed deliverables in the 2025-2026 Work Plan were contingent on other goals and/or collaboration with vacant CBS positions. As such, this goal did not unfold as initially anticipated. However, many of the proposed deliverables are still viable options and would benefit CBS and vacancies have gradually been filled in the past year. Meanwhile, the Sustainability Commission was able to remain responsive to requests from CBS staff as unexpected events and opportunities arose throughout the year.

---

## MILESTONES AND ACCOMPLISHMENTS

### **DRAFTED CBS COMMENTS FOR THE ALASKA MARINE HIGHWAY SYSTEM TO SUPPORT MUNICIPAL ELECTRIC VEHICLE PROCUREMENT**

In August 2025, Alaska Marine Lines (AML) issued a notice that it would no longer transport electric vehicles (EV) and plug-in hybrid EVs as of September 1, 2025. Shortly after, the Alaska Department of Transportation & Public Facilities (DOT&PF) put out a request for information on potential reforms to regulations to the Alaska Marine Highway System (AMHS). With the AMHS now the only way for EVs to arrive in Sitka, the Municipal Administrator requested the Sustainability Commission to draft comments for CBS outlining the importance of the AMHS's service and recommended ways to improve the booking process, summarized global safety developments, and to the importance as the only option for municipal EV procurement.

The Sustainability Commission drafted comments with seven recommendations pertinent to municipal vehicle procurement and EV accessibility in Sitka. **These recommendations were:**

1. Clarify and maintain that alternative fuel vehicles (AFV) are permitted on AMHS vessels.
2. Increase the number of EVs allowed per sailing.
3. Establish a reservation system for EVs to increase booking certainty.
4. Proactively develop operational procedures informed by current best practices to improve utilization of AMHS.
5. Align all applicable sections of AMHS code to better adapt and respond to anticipated updates and safety protocols for transporting AFVs.
6. Ensure Fare Parity for AFVs.
7. Improve public communication with up-to-date information via the AMHS website.

## NEXT STEPS

### REENGAGE WITH CITY STAFF IN THE PUBLIC WORKS DEPARTMENT

Many of the strategic deliverables originally proposed in the previous Work Plan were dependent on collaborating with CBS staff in the Public Works Department, most notably the Director and Asset Manager. These positions were either vacant or occupied in the interim, limiting the Commission's ability to engage meaningfully for much of the year. Fortunately, each of those positions are now filled, and it is the intent of the Commission to reengage to progress on the original proposed deliverables which have been reframed to reflect updates from the past year.

### UPDATE THE MUNICIPAL GREENHOUSE GAS EMISSIONS INVENTORY

The technical team that assisted with the community-wide Greenhouse Gas (GHG) Emissions (see Goal 4 for more information) began initial work for a municipal inventory. However, due to delays in the publishing process and CBS staff capacity, the municipal inventory did not progress. This year, the Sustainability Commission anticipates supporting this process by:

- Scoping the municipal GHG emission inventory with City staff to support operational needs
- Identifying key data sources and/or collection methods for the municipal inventory

### FOCUS ON OPERATIONAL IMPROVEMENTS TO SUPPORT EMISSION REDUCTION OF THE MUNICIPAL FLEET

While the Decarbonizing and Right-sizing to Improve Vehicle Efficiency (DRIVE) Advisory Group was established to assist integrating EVs and other drive trains into the municipal fleet, challenges in the past year require focusing on areas that CBS has direct control over. While EVs are now significantly challenging to procure for municipal purposes, CBS still has opportunity to lower fuel spending and reduce emissions by addressing operational changes in the fleet. These can include measures including but not limited to:

- Maximizing the longevity of existing CBS vehicles
- Right-sizing vehicles for their intended use and purpose
- Reducing engine idling

### ADVANCE OTHER PROPOSED STRATEGIC DELIVERABLES AS TIME ALLOWS

Identifying sustainability metrics for municipal operations that align with the CBS strategic plan and integrating sustainability metrics into existing and near future CBS projects are still important to supporting sustainable municipal operations. However, it is likely that the focus will be on the municipal GHG emission inventory and vehicle operation improvements will take most of the time over the next year. Regardless, the Commission will continue to assess opportunities to support these efforts as opportunities arise.

# CONTINUE EXPLORING A REGIONAL APPROACH TO SUSTAINABILITY

2

## SUPPORTS:



Responsible use of natural resources



Robust and healthy local ecosystems and natural communities.



Other matters as the Assembly or Commission may deem beneficial for the City.

**SUMMARY:** Now entering its fourth year, the Sustainability Commission will explore opportunities to collaborate with Sustainability initiatives regionally. The goal will be to identify overlap with ongoing efforts within the region.

**INVOLVED DEPARTMENTS:** Planning and Community Development

## FOCUS:

Municipal - Improves existing service

Municipal - Adds new service

Community

## FITS WITHIN EXISTING CITY BUDGET:

No

Somewhat

Via grants

Yes

## TIME INTENSITY:

Low

Moderate

High

Substantial

## CBS STAFF:

During



Post



## COMMISSION:



## TIMEFRAME:

Q2 2026

Q3 2026

Q4 2026

Q1 2027

## **MILESTONES AND ACCOMPLISHMENTS**

In 2024, the Southeast Alaska Solid Waste Authority (SEASWA), an authority of 8 communities aimed at reducing the cost of solid waste disposal in the region, received a \$500,000 Denali Commission grant to create a regional solution. Although Sitka is not a member of SEASWA, the Sustainability Coordinator negotiated an MOU to allow CBS's participation.

In September 2025, Southeast Conference held its annual meeting in Sitka which included a session on municipal solid waste and the SEASWA project, which was attended by two Commissioners who connected with other communities and additional municipal solid waste stakeholders.

---

## **NEXT STEPS**

### **CONNECT WITH NEIGHBORING COMMUNITIES WITH SIMILAR BODIES TO IDENTIFY OVERLAP IN GOALS**

Many of the sustainability challenges that communities face are not unique and may benefit from a regional approach, as demonstrated by the SEASWA regional municipal solid waste planning project. As such, the Sustainability Commission will seek to connect with similar bodies throughout Southeast Alaska and identify how goals may overlap and find ways to learn from and contribute to organizations such as Southeast Conference, that support region-wide approaches.

### **IDENTIFY OPPORTUNITIES TO COLLABORATE WITH OTHER CBS BODIES TO BROADLY INTEGRATE PRINCIPLES OF SUSTAINABILITY**

CBS has numerous bodies that address specific community needs and priorities. As the Sustainability Commission has learned and grown since its establishment in 2022, it hopes to support other bodies apply the principles of sustainability to their work as opportunities arise.

### **SUPPORT THE ALASKA MARINE HIGHWAY SYSTEM TO IMPROVE RELIABILITY, SUSTAINABILITY, AND FREQUENCY**

Similar to how the Sustainability Commission supported CBS by drafting comments for the AMHS, the Commission aims to find other opportunities to bring attention to the criticality of the ferry service for communities in the region.

### **SUPPORT OTHER REGIONAL SUSTAINABILITY EFFORTS SUCH AS IMPROVING ENERGY EFFICIENCY**

There are other regional efforts that are ongoing that are taking place in Sitka. For example, Alaska Heat Smart currently has \$4,000-\$8,500 income-dependent grants available to support 6,000 heat pump installations in 43 coastal communities, including Sitka. More information is available at [akheatsmart.org](http://akheatsmart.org)

# CONTINUE COLLABORATING WITH CITY STAFF ON STRATEGIC MANAGEMENT OF MUNICIPAL SOLID WASTE

3

## SUPPORTS:



Solid waste consumption, reduction, composting, recycling, and re-use.



Responsible use of natural resources



Robust and healthy local ecosystems and natural communities.

**SUMMARY:** : Using the asset management program the City utilizes to strategically approach municipal solid waste (MSW), rather than just staff participating in the process, Sustainability Commissioners from the solid waste advisory working group were also included.

**INVOLVED DEPARTMENTS:** Planning and Community Development, Public Works

## FOCUS:

Municipal - Improves existing service

Municipal - Adds new service

Community

## FITS WITHIN EXISTING CITY BUDGET:

No

Somewhat

Via grants

Yes

## TIME INTENSITY:

Low

Moderate

High

Substantial

## CBS STAFF:

During

Post

## COMMISSION:

## TIMEFRAME:

Q2 2026

Q3 2026

Q4 2026

Q1 2027

# CONTINUE COLLABORATING WITH CITY STAFF ON STRATEGIC MANAGEMENT OF MUNICIPAL SOLID WASTE

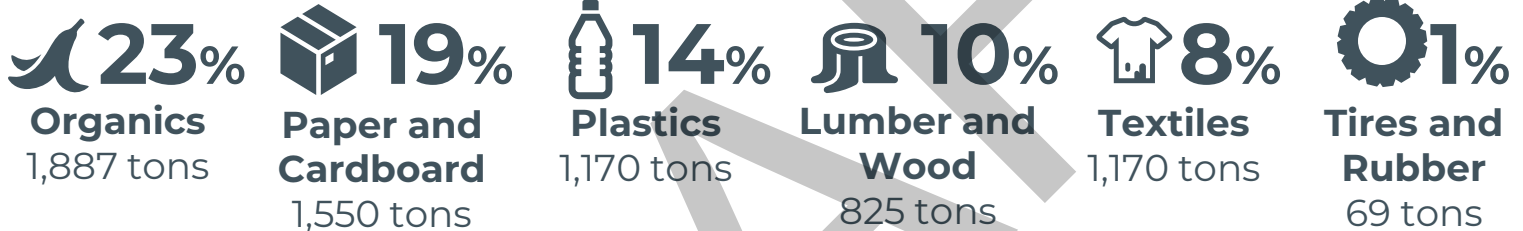
3

## CHALLENGES

Similar to Goal 1, this goal was negatively impacted by vacancies in the Public Works Department. Without key positions to collaborate with, development of the solid waste advisory group charter and strategy made minimal progress as proposed in the 2025-2026 Work Plan. However, opportunities to improve CBS's ability to strategically manage municipal solid waste locally and regionally (see page #) progressed.

## MILESTONES AND ACCOMPLISHMENTS

### RECOMMENDED ASSUMPTIONS FOR SITKA'S WASTE STREAM



Recommendations were provided by the NLR WTE technical assistance (below) which analyzed 11 communities with similar characteristics as Sitka.

### ASSISTED IN SCOPING NATIONAL LAB OF THE ROCKIES TECHNICAL ASSISTANCE TO SUPPORT STRATEGIC PLANNING OF MUNICIPAL SOLID WASTE

In 2025, CBS received a small award from the National Lab of the Rockies (NLR, previously known as the National Renewable Energy Laboratory (NREL)). This small award of approximately 40 hours (<\$10,000), of technical assistance addresses knowledge gaps, specific challenges, decision-making considerations, planning, and project implementation strategies related to Waste-to-Energy. In collaboration with the Sustainability Coordinator, Commissioners on the Solid Waste Advisory Group (SWAG) connected with previous recipient communities to assess options for scoping the technical assistance.

#### The scope of the technical assistance includes:

- Summary results from waste composition studies conducted in communities with similar characteristics. These results include recommendations for assumptions for Sitka's waste streams in lieu of a formal waste composition study, which is costly, time consuming, and likely unnecessary based on little variation between waste composition studies of similar communities as recommended by NLR.
- Suggestions for enhancing the transfer station and recycling center, focusing on improving services (e.g., adding or strengthening recycling programs) or incorporating new materials for collection. The evaluation will aim to increase operational efficiency and maximize waste diversion from landfills, drawing on examples and best practices from similar facilities nationwide.
- A summary of options for challenging and/or unique waste, such as tires and fish waste.

## NEXT STEPS

### REENGAGE WITH CITY STAFF IN THE PUBLIC WORKS DEPARTMENT

Like Goal 1, the municipal solid waste strategy originally proposed in the previous Work Plan heavily depended on collaborating with CBS staff in the Public Works Department. With the Public Works Director position now filled, determining the best ways for the Sustainability Commission to support municipal solid waste (MSW) is the first step.

### REVISIT AND REVISE THE SOLID WASTE ADVISORY GROUP (SWAG) WITH INPUT FROM THE NEW PUBLIC WORKS DIRECTOR

As outlined in CBS Public Works Policy 24-01-01, the SWAG will create an MSW Strategy and means to effectively communicate this directive to the appropriate parties, internally within CBS and externally to the public. To begin, SWAG will work on developing a group charter that outlines a working process for collaboration and additional components necessary for strategy development with input from the new Public Works Director. Additionally, revisiting the Strengths, Weaknesses, Opportunities, and Threats (SWOT) analysis conducted in 2024 will provide context and an opportunity for collaboration.



### DRAFT RECOMMENDATIONS FROM THE FINDINGS OF THE NLR TECHNICAL ASSISTANCE

Once available, the Commission anticipates reviewing the findings from the NLR WTE technical assistance and draft recommendations for the next steps in collaboration with the Public Works Department.

# FINALIZE THE SITKA COMMUNITY RENEWABLE ENERGY STRATEGY



## SUPPORTS:



Fossil energy use reduction and development of local, renewable energy sources.



Responsible use of natural resources



Robust and healthy local ecosystems and natural communities.

**SUMMARY:** In late 2023, was successfully selected as one of nine communities for the third cohort of the U.S. Department of Energy's (DoE) Energy Technology Innovation Partnership Project (ETIPP) to support the development of the Sitka Community Renewable Energy Strategy (SCRES). The SCRES aims to establish a shared vision of Sitka's energy future to guide energy-related community decisions by shaping a roadmap for community and policy actions that advance the shared energy vision. The Sustainability Commission defined The scope to include a community-wide greenhouse gas emissions (GHG) inventory, public energy education, the development of future energy scenarios, and a compilation of community actions and policy recommendations based on continuous community engagement throughout the project.

This City-led project, heavily supported by the Sustainability Commission, works in collaboration with energy experts, collectively known as the technical team, primarily at the Pacific Northwest National Lab (PNNL). The SCRES is funded through the ETIPP program and the Sustainability Coordinator's time.

**INVOLVED DEPARTMENTS:** Planning and Community Development, Electric

## FOCUS:

Municipal - Improves existing service

Municipal - Adds new service

Community

## FITS WITHIN EXISTING CITY BUDGET:

No

Somewhat

Via grants

Yes

## TIME INTENSITY:

Low

Moderate

High

Substantial

### CBS STAFF:

During



Post



### COMMISSION:



### TIMEFRAME:

Q2 2026

Q3 2026

Q4 2026

Q1 2027

## CHALLENGES

Progress on this goal was significantly adversely affected by federal administration changes that inhibited the technical support of the national labs as originally scoped in 2024. Changes to the publishing process at the labs led to long delays and travel restrictions shifted much of the public engagement to the Sustainability Coordinator. While circumstances minimized the Sustainability Commission's ability to support this goal for much of 2025, the new processes and procedures with the technical team have stabilized and the SCRES is anticipated to be completed in 2026.

## MILESTONES AND ACCOMPLISHMENTS

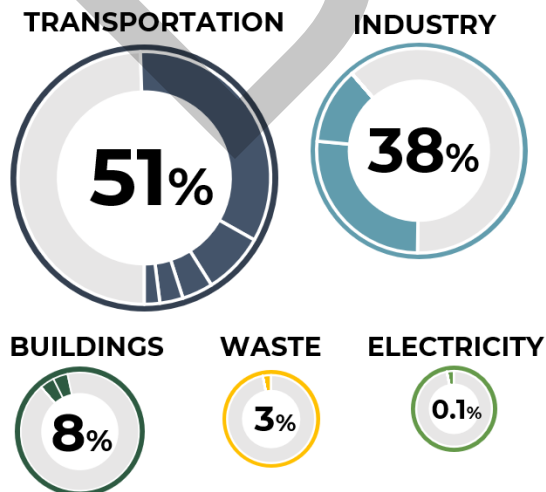
### RELEASED THE 2023 COMMUNITY-WIDE GREENHOUSE GAS EMISSIONS INVENTORY

After the initial draft and over 40 pages of public comment in late 2024, the community-wide inventory was further refined throughout 2025 to reflect new information and community insights before being published in January 2026. The 2023 Sitka Greenhouse Gas Emissions Inventory is available online at [cityofsitka.org/GHG](http://cityofsitka.org/GHG).

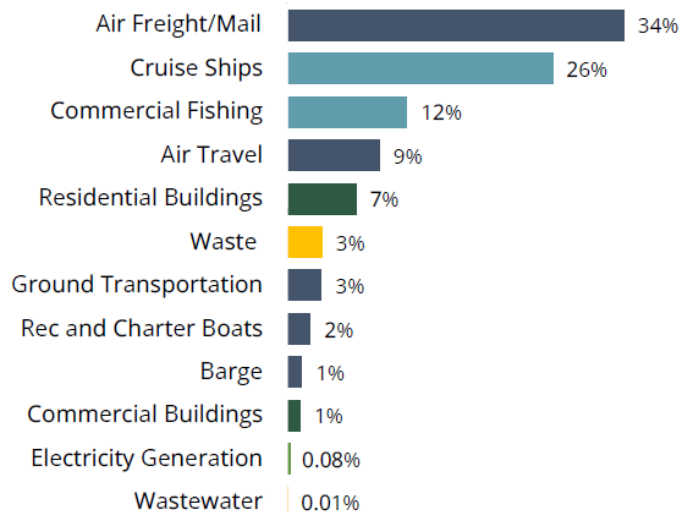
**IN 2023, SITKA PRODUCED 128,675 METRIC TONS OF CARBON DIOXIDE EQUIVALENT (MTCO<sub>2</sub>e)**



### BY CATEGORY



### BY END USES



# FINALIZE THE SITKA COMMUNITY RENEWABLE ENERGY STRATEGY

## APPROVED GUIDING PRINCIPLES FROM COMMUNITY ROADMAPING WORKSHOPS

Community workshops were held to facilitate the creation of personalized visions and pathways to Sitka in 25 years. Using real data available from Sitka's electric grid and needs and calculated through the GHG emissions inventory process, the exercise was formatted as a boardgame called *Energy Quest: Sitka's Path to 2050*. The purpose of this game was to help community members understand the complexity of energy planning as both a consumer and electric utility. This then informed player's priorities of what can be electrified by when, and how additional demand can be met if needed. Through this process, four guiding principles for Sitka's energy future emerged: affordability, reliability, self-sufficiency, and innovation. The full report is available at [cityofsitka.com/SCRES](http://cityofsitka.com/SCRES)

## 2025 ENERGY QUEST ENGAGEMENT SUMMARY



**12**  
**Workshops**  
*Half in high school classes*



**59**  
**Roadmaps**



**84**  
**Players**



**101**  
**Questionnaire Responses**



**120+**  
**Hours of Community Input**

## NEXT STEPS

### **PROMOTE RESOURCES AND FINDINGS IN EDUCATION MODULES AND THE 2023 GHG EMISSION INVENTORY**

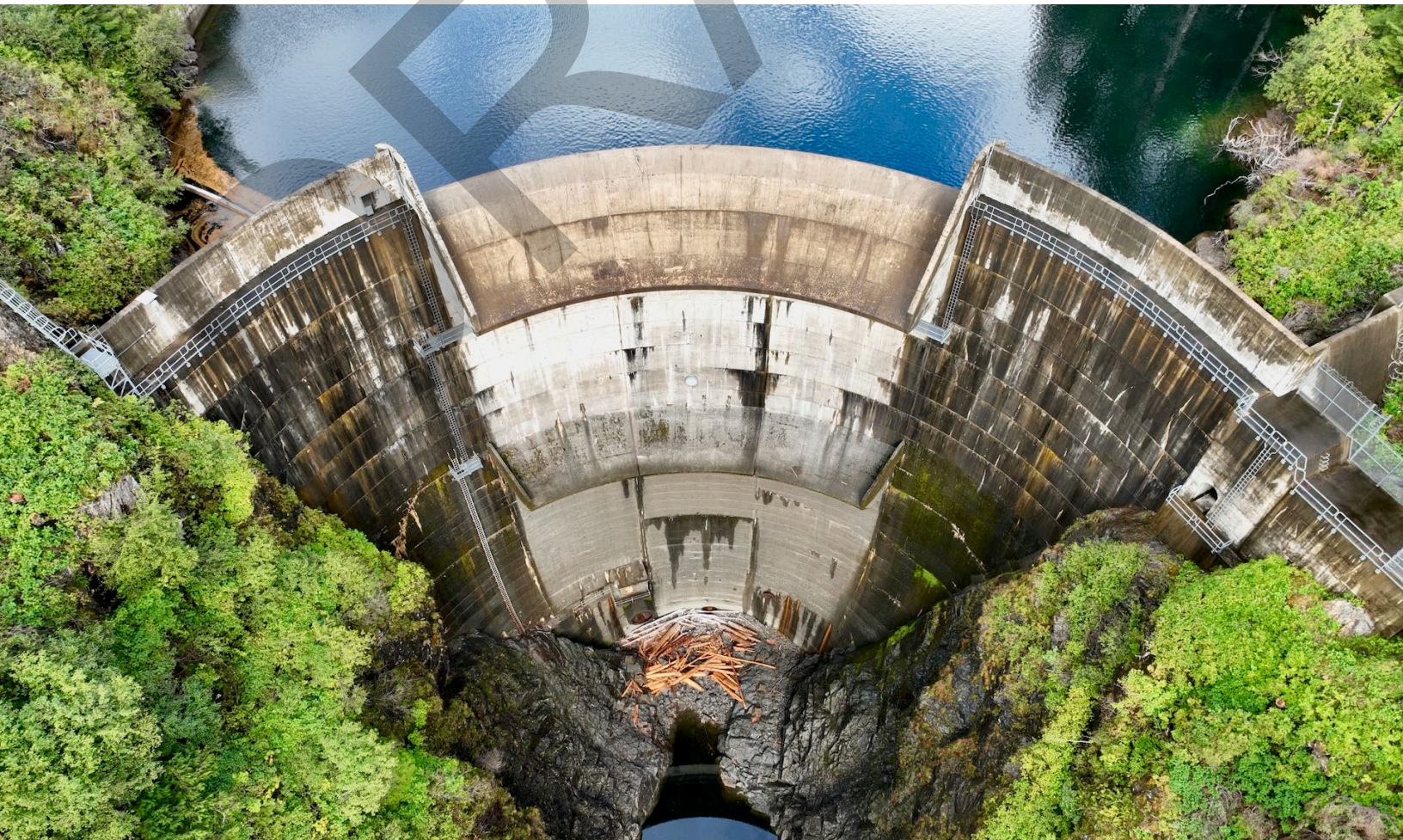
Information on the SCRES website, which now includes all education modules, as well as results from the 2023 Sitka GHG Emissions Inventory, should be shared with community members. The Commission intends to create ways to communicate key findings and actions to improve the public's energy understanding so they can continue to contribute to community decision making.

### **DETERMINE NEXT STEPS FOR GHG EMISSION INVENTORY**

The 2023 Sitka GHG Emissions Inventory does not contain actionable recommendations. It serves only descriptions and estimation of energy sources and uses to inform goal setting and further strategic planning. The Sustainability Commission intends to work with the Assembly to determine the best path forward with the GHG inventory, such as updating frequency or further goal setting direction.

### **SUPPORT ASSEMBLY ADOPTION OF THE FINAL STRATEGY**

The revised timeline from the technical team is for the SCRES to be completed in late 2026. The Sustainability Commission will continue to provide input on the strategy as needed, in preparation for its review and recommended approval for Assembly adoption later this year.





## City and Borough of Sitka

### MISSION

To provide public services for Sitka that support a livable community for all.

Service | Integrity | Teamwork | Kindness | Accountability