

## **Staff Report 2019-6**

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Meeting Date: Tuesday, January 15, 2019

Subject: Establishment of a Community Climate Change Action Planning Taskforce to Inform the Town's Community Climate Change Action Plan Update

Submitted By: Katelyn McFadyen, Manager, Energy & Environment,

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### **RECOMMENDATION**

That the Climate Change Action Planning Task Force Terms of Reference attached as Schedule A to Staff Report 2019-06 be approved;

That the recruitment process for membership to the Climate Change Action Planning Task Force, be initiated immediately; and

That Energy and Environment staff be delegated authority to select and propose members of the Task Force and report back to Council for approval.

### **REPORT HIGHLIGHTS**

- Through 2019-2020, staff will be updating the Town's 2011 Community Climate Change Action Plan to include actions to reduce community greenhouse gas emissions, and build community resiliency to adapt to climatic changes, including extreme weather.
- Staff is recommending the establishment of a Climate Change Action Planning Task Force to provide transparent, accountable oversight and direction to the community-focused Climate Change Action Plan update being undertaken by the Town in 2019-2020.

### **DISCUSSION**

The purpose of this Council report is to provide a brief background and overview to the Town's Community Climate Change Action Plan Update (herein referred to as the CCAP Update) process; and, to establish a Community Climate Change Action Plan Task Force (CCAP-TF) to guide and provide feedback throughout the CCAP Update process.

#### **2011 Community Climate Change Action Plan**

The Town's existing 2011 Community Climate Change Action Plan (CCAP) was endorsed by Council through Staff Report 2011-086. The Action Plan outlines key mitigation (greenhouse gas reduction) actions within the areas of Transportation, Green Development, Energy, Schools, Community Awareness, Tree Planting, Waste and Local Food. In addition, Town Council endorsed a community greenhouse gas (GHG) reduction target of 17% by 2021 below 2006 levels. An update of the Town's GHG emissions inventory was presented to Council in 2017 through staff report 2017-125.

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The overall progress towards the target as of 2013 was 1% reduction over 2006 levels, equating to a reduction of over 600,000 tonnes of CO<sup>2</sup> equivalent in the Town.

Key accomplishments of the 2011 CCAP include:

- *Passing an Anti-Idling Bylaw:* The Town established an anti-idling bylaw in 2014 to prohibit the idling of vehicles for more than two minutes within an hour, to improve air quality and reduce GHG emissions;
- *Installing EV Charging Stations:* The Town has successfully installed two fast charging stations for electric vehicles and eleven level two charging stations across various facilities throughout the Town, to promote the usage of low-emission electric vehicles as an alternative to fossil fuel powered vehicles;
- *Establishing Green Fund Programs:* As of 2017, the Town's School Green Fund program distributed over \$62,190 in support of school environmental projects. The Town's Community Green Fund program distributed over \$113,119 to support community and volunteer-based organizations implement community based environmental projects;
- *Establishing a Full-Time Climate Change Specialist Position:* In 2016, the Town made a permanent full-time position within the Energy and Environment Division to focus on facilitating the update and implementation of the Town's strategic climate change plans, goals and objectives.
- *Completing the Partnership for Climate Change Protection Program:* The Town is one of 26 Canadian municipalities to complete the Federation of Canadian Municipalities / ICLEI 5 milestone *Partners for Climate Protection (PCP)* program. The PCP program is a well-recognized, municipal capacity-building initiative used to guide municipalities towards the creation of GHG inventories, setting of GHG reduction targets, development and implementation of local climate change action plans, and monitoring and reporting on results.

A more comprehensive assessment of the CCAP accomplishments was presented to Council through a Memo titled "*Update on the Town's Partnership for Climate Protection Program Status*" dated March 7<sup>th</sup>, 2018.

### **CCAP Update**

The Environmental Commissioner's Office's fall report entitled, "*Climate Action in Ontario*" states that "...climate disruption is here and accelerating faster than seemed possible just a few years ago" (2018: p.2). The international scientific consensus from organizations such as the World Meteorological Organization and the Intergovernmental Panel on Climate Change conclude that climate change globally is leading to an increase in extreme weather, more intense heat waves, fires and drought, food security concerns, species and habitat loss, in addition to rising sea levels due to the loss of sea ice.

Major climate change policy developments and scientific research findings further highlight the need for comprehensive climate change planning including:

- *International Commitment:* In 2015, Canada, along with 194 countries joined the Paris Agreement to advance ambitious global efforts to combat climate change. The Paris Agreement promotes GHG reductions and international efforts to adapt to the effects of a warmer world. The agreement aims to strengthen the global response to the threat of climate change by limiting the rise of global average temperature to well below 2°C above pre-industrial levels and pursuing efforts to limit the temperature increase to 1.5°C.
- *Climate Science:* A recent report released by the Intergovernmental Panel on Climate Change, 'Global Warming of 1.5°C' (2018)' found that limiting global warming to 1.5°C by 2050 will require a reduction in global GHG emissions by 45% below 2010 levels by 2030, to achieve a target of net zero emissions by 2050. This scale of emissions reductions is forecasted to be the level required to stabilize the rate of global warming to avoid catastrophic interference with the global climate.
- *Scale of Action:* Due to the threat of climate change, all levels of government must tackle climate change from two key approaches:
  - Adaptation: Increased efforts and forward-thinking planning approaches to anticipate, plan and prepare for avoiding harm associated with extreme weather and building resilient communities;
  - Mitigation: Ambitious efforts to de-carbonize economies and transition away from the use of fossil fuels, particularly in the built environment and transportation sectors. This is done by promoting energy efficiency, comprehensive asset management, and land use and energy planning.

While the Town has had success with the implementation of the 2011 CCAP planning priorities, further community planning efforts are required to identify and prioritize implementable actions to reduce GHGs and prepare for local climate change impacts.

### Climate Change Plan Inputs

The Town has already undertaken a significant amount of work to inform the CCAP Update. These key projects are outlined in Table 1 below and will be key considerations for the development of actions in the CCAP Update.

Table 1: Climate Change Plan Update Study Inputs	
Initiative	Description
GHG Inventory Update	In 2017, the Town's Community GHG Emissions Inventory was updated for the year 2013, to track changes in the community GHG emissions portfolio, and inform updates to the Town's Climate Change Action Plan.
Residential Energy Plan	<p>In 2015, the Town received funding from the Ontario Ministry of Energy's Municipal Energy Plan Program. The funding was used to develop baseline residential energy use maps and to create achievable energy use reduction scenarios accounting for future growth and reflecting various interventions to reduce residential energy consumption, by 2031. In the CCAP Update, these mapping inputs will be used for:</p> <ul style="list-style-type: none"><li>• Understanding current and future options for energy supply and distribution;</li><li>• Fostering collaborative partnerships with internal and external stakeholders to advance GHG reductions in buildings;</li><li>• Informing the assessment and potential siting of local renewable energy generation sources;</li><li>• Supporting the integration of land use policies, development standards and energy</li></ul>

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	management goals; <ul style="list-style-type: none"> <li>• Prioritizing and targeting residential energy management actions</li> </ul>
Climate Change Risk and Vulnerability Assessment	As described in a December Staff Memo, Staff have initiated a Climate Change Risk and Vulnerability Assessment following ICLEI's five milestone BARC (Building Adaptive and Resilient Communities) framework. These activities support better understanding of the potential risks and vulnerabilities associated with changing weather patterns in Caledon, while informing and supporting proactive Town efforts to ensure that community, infrastructure and natural assets are resilient to extreme weather events. The Town is also one of 9 nine Canadian municipalities engaged in national capacity-building efforts to support municipal climate change adaptation planning (ICLEI Changemakers). These activities will support and inform the adaptation actions within the final CCAP update.

### CCAP Planning Overview

Building on these recent initiatives, and pending 2019 Council budget approval, a comprehensive planning update to the CCAP (2011) will be undertaken in 2019-2020. The CCAP update planning process will incorporate multi-stakeholder involvement to build corporate and community capacity to undertake collaborative actions to address the challenges and leverage the opportunities associated with climate change. In addition, the CCAP Update timeline presents an opportunity to integrate and align with two significant Town planning processes; the Asset Management Plan (2019-2024); and, the Official Plan Review (2019-2023). These initiatives provide opportunities for identifying climate change actions through inter-departmental capacity-building and collaboration.

Outlined in Table 2 below describes the CCAP Update planning process (2019-2020).

Table 2: Climate Change Plan Update Approach (2019-2020).	
Project Phase	Key Activities
Preliminary Phase: Climate Change Plan Update RFP (January 2019 – March 2019)	<ul style="list-style-type: none"> <li>• Soliciting Request for Proposals &amp; selection of qualified consultants to assist with the CCAP update planning process in 2019-2020</li> <li>• Establishing the CCAP Update Task Force and recruiting membership (Terms of Reference outlined in Schedule A)</li> </ul>
Phase One: Community Profile	<ul style="list-style-type: none"> <li>• Developing a high-level profile of the Caledon community, noting specific climate change adaptation and mitigation achievements, challenges and opportunities.</li> </ul>
Phase 2: Emissions Targets & Adaptation Vision Statement	<ul style="list-style-type: none"> <li>• Developing an updated approach to establishing a new community GHG reduction target</li> <li>• Developing transitional GHG emissions reductions pathways (i.e. business as usual pathway versus forecasted pathway) in line with achieving the new target</li> <li>• Developing a draft climate change adaptation vision statement</li> </ul>
Phase 3: Action Development	<ul style="list-style-type: none"> <li>• Conducting a best practices jurisdictional scan of potential mitigation actions</li> <li>• Conducting a best practices jurisdictional scan of potential adaptation actions</li> </ul>
Phase 4: Engagement Strategy	<ul style="list-style-type: none"> <li>• Engaging in stakeholder and community consultation activities to solicit feedback on key mitigation and adaptation actions and determining responsibilities for implementation, monitoring and evaluation</li> </ul>
Phase 5: Action Analysis & Prioritization	<ul style="list-style-type: none"> <li>• Conducting a financial and GHG reduction potential analysis of mitigation and adaptation priorities for actionable implementation</li> <li>• Identifying and describing potential approaches and recommended</li> </ul>

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	policy directions and actions for achieving strategic planning objectives related to community emissions reductions and adaptation <ul style="list-style-type: none"><li>• Undertaking analysis to understand the co-benefits associated with key Plan actions to inform implementation strategies</li></ul>
Phase 6: Final Action Plan Development for CCAP Update	<ul style="list-style-type: none"><li>• Producing a final report outlining the CCAP planning process, including action priorities and designated roles, responsibilities and key performance indicators for plan implementation; and the governance model to help ensure successful ongoing implementation of the Plan.</li></ul>

### CCAP Task Force

The purpose of the Climate Change Action Plan Task Force (CCAP-TF) shall be to serve in an advisory role in the development of the Town's CCAP Update. The CCAP-TF will provide overall direction and technical feedback on the various phases of the CCAP Update and planning process, while also assisting with identifying and advancing opportunities for public involvement and collaboration when and where appropriate. With Council approval, staff will begin the recruitment process for CCAP-TF membership. Outlined in Table 3 below, is the proposed membership structure of the CCAP-TF and attached as Schedule A to this Staff Report are the proposed Terms of Reference for the CCAP-TF.

Table 3: CCAPTF: Membership Structure		
Membership	Description	Appointment Process
<u>Internal Membership:</u> These will be members from Town of Caledon Staff to provide feedback and alignment with climate change actions across Town Departments.	<ul style="list-style-type: none"><li>• Asset Management</li><li>• Policy and Sustainability</li><li>• Transportation Engineering</li><li>• Engineering (Capital Projects)</li><li>• Energy and Environment</li></ul>	<ul style="list-style-type: none"><li>• Internal appointment</li></ul>
<u>Agency Representatives:</u> These will be members from agency partners to ensure inter agency capacity building and alignment with key policies, programs and overall strategic direction.	<ul style="list-style-type: none"><li>• Credit Valley Conservation Authority (CVC)</li><li>• Toronto and Region Conservation Authority (TRCA)</li><li>• Ontario Climate Consortium</li></ul>	<ul style="list-style-type: none"><li>• Formal letter of invitation to the Chief Administrative Officer to CVC</li><li>• Formal letter of invitation to the Chief Executive Officer of TRCA</li></ul>
<u>External Membership:</u> These will be members representative of the needs and interests of the Caledon community. External members are crucial to the success of the CCAP Update to ensure ongoing collaboration and joint implementation of actions in the Plan.	<ul style="list-style-type: none"><li>• Residents</li><li>• Small Business (Commercial)</li><li>• Large Business (Industrial)</li><li>• Young Adult Representative (between the ages of 18 and 25)</li><li>• Agriculture (representing the Caledon farming community)</li></ul>	<ul style="list-style-type: none"><li>• An external application process will be undertaken and reviewed by the Energy and Environment Division. Recommendations for membership will be provided to Council through a Staff Report.</li></ul>

### FINANCIAL IMPLICATIONS

There are no immediate financial implications associated with this Report.

**COUNCIL WORK PLAN**

Protect and Enhance the Rural Environment

**ATTACHMENTS**

Schedule A – Proposed Climate Change Action Plan Task Force Terms of Reference

**COMMUNITY CLIMATE CHANGE ACTION PLAN  
TASK FORCE  
TERMS OF REFERENCE**

**1. Purpose and Mandate**

In 2019-2020, the Town of Caledon (led by the Energy and Environment Division) will prepare a comprehensive and practical Community Climate Change Action Plan Update (CCAP Update). The CCAP Update will include actions and strategies for reducing community-wide greenhouse gas (GHG) emissions and improving the adaptive capacity and resiliency of the community to cope with, and adapt to, the local impacts of climate change.

The purpose of the Climate Change Action Plan Task Force (CCAP-TF) shall be to serve in an advisory role to provide staff with assistance and advice on the development of the Town's CCAP Update. The CCAP-TF may include being consulted on activities related to:

- Providing comments and insights on key CCAP phases, deliverables and outcomes that are representative of member stakeholder groups
- Ensuring the CCAP Update is aligned with other organizational strategies and activities (e.g. municipal asset management planning – transportation, stormwater management; Official Plan review; emergency preparedness; communications)
- Encouraging integrated organizational and stakeholder collaboration and cooperation to assist the CCAP Update in achieving its outcomes
- Reviewing and advising on final project deliverables

**2. Delegated Authority**

The CCAP-TF does not have any delegated authority and has no authority to direct staff. Any recommendations requiring implementation must first be considered by Council through a staff report.

The CCAP-TF will be facilitated by the Town's Energy and Environment (E and E) Division. Staff from all departments may attend meetings as required.

**3. Membership**

CCAP-TF membership pre-requisites will relate to specialized knowledge, the ability to represent the diverse interests of community stakeholders, and capabilities to help resolve any issues the project may face. Membership will be comprised of:

External Membership:

- Two (2) citizen members,
- One (1) commercial business member
- One (1) industry member
- One (1) developer
- One (1) youth representative
- One (1) agricultural representative.

External representatives will be required to complete an application form which staff will develop and recommend membership to Council for approval.

Agency Representatives:

- One (1) representative from Credit Valley Conservation (CVC),
- One (1) representative from Toronto Regional Conservation Authority (TRCA)
- One (1) representative from the Ontario Climate Consortium (OCC)

Internal Membership:

- One (1) staff member from Asset Management
- One (1) staff member from Planning
- One (1) staff member from Transportation
- One (1) staff member from Engineering
- Two (2) staff members from Energy and Environment

#### **4. Roles and Responsibilities**

**Chair**

The CCAP-TF Chair shall be the Manager, Energy and Environment. The responsibilities of CCAP-TF Chair are as follows:

- Setting the agenda for each meeting and ensuring that supporting materials are delivered to members in advance of meetings
- Making the purpose of each meeting clear to members
- Ensuring that meeting agenda items and objectives are met
- Encouraging broad participation from all CCAP-TF members in group discussions
- Ending each meeting with a summary of decisions and assignments as well as collecting new business items for future meetings

**CCAPTf Members**

The responsibilities of all CCAP-TF membership include:

- Understanding the goals, objectives, and desired outcomes of the CCAP update and planning process
- Understanding and representing the diverse interests of community stakeholders
- Taking an interest in the project's outcomes and overall success
- Actively participating in meetings through attendance, discussion, and review of minutes, papers and other CCAP-TF documents
- Supporting open discussion and debate and encouraging fellow CCAP-TF members to voice their insights.
- Acting on opportunities to communicate positively about the CCAP

**Internal Members:**

- Ensuring that the project is aligned with the Town of Caledon organizational strategic directions (e.g. municipal asset management planning – transportation/stormwater; official plan review; emergency preparedness; communications); as well as other policies across the Town as a whole



- Ensuring that the project is aligned with regional strategic directions (e.g. Peel Climate Change Partnership, regional collaboration activities) & Provincial legislative requirements (e.g. Growth Plan, Policy Statements, environmental and municipal legislation)

## **5. Qualifications**

For CCAP-TF selection, external representatives will be required to complete an application form to be reviewed by Staff. All appointed external members shall have the following qualifications:

- a. Be a resident of the Town of Caledon;
- b. Demonstrate an interest, knowledge, experience or expertise in climate change related matters within the community;
- c. Preferably have previous experience on a committee, task force or tribunal;
- d. In some cases, represent a distinct community stakeholder group (e.g. business; development; youth; agriculture)
- e. Where possible, represent a geographic area of the Town

The Term of the CCAP-TF will 1 year and 6 months (January 2019 until June 2020), to coincide with the completion of the CCAP planning process.

Members of the CCAP-TF will serve without remuneration and will not be reimbursed for any expenses. The CCAP-TF must follow the Town's by-laws, where applicable.

## **6. Vacancies**

A position would be deemed to be vacant if the CCAP-TF member has been absent for three consecutive, regularly scheduled meetings and has failed to advise the Chairperson or CCAP-TF Staff Lead in advance of their absence.

## **7. Meetings**

Meetings will occur at quarterly intervals or on an as needed basis as determined by the Chair. Any recommendations from the Task Force members shall be reported out by the CCAP-TF Staff Lead or other Town staff in reports to Council as necessary. Meeting summaries shall be provided as a matter of record. Meeting summaries will be provided on the Town's website.

## **8. Proxies**

In the event a CCAP-TF member is unable to attend a meeting, they may send proxies to meetings. Proxies are entitled to participate in discussion and are permitted to make recommendations to the Task Force. CCAP-TF members shall inform the Chair and Staff Lead as soon as possible if they intend to send a proxy to a meeting, preferably no less than two (2) business days prior to the scheduled meeting.