

REPORT NO. 367 of the
ENVIRONMENT, TRANSPORTATION & PUBLIC SAFETY
STANDING COMMITTEE
of its meeting held March 23, 2016

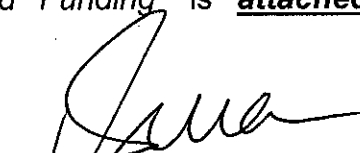
Present: Councillor Chris Holt
Councillor Fred Francis
Councillor Bill Marra (Chair)
Councillor Hilary Payne
Councillor Paul Borrelli

That the following recommendations of the Environment, Transportation and Public Safety Standing Committee **BE APPROVED**:

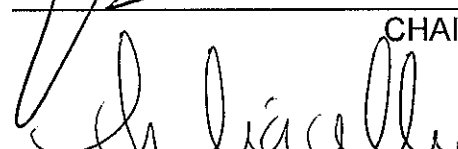
- Moved by Councillor Holt, seconded by Councillor Francis,
- I. That the 5 Councillors from the Environment, Transportation and Public Safety Standing Committee **BE APPOINTED** as the Corporate Climate Action Plan/Community Energy Plan Steering Committee and further, that a one-time Special Orientation session be held at the April 25th, 2016 Executive Committee meeting; and
 - II. That the Terms of Reference for the Corporate Climate Action Plan/Community Energy Plan Steering Committee, attached as Appendix "A" **BE ADOPTED**.
Carried.
Councillor Marra was absent when the vote was taken on this matter.

S 26/2016 EI/10822

Clerk's Note: The report of the City Engineer dated January 22, 2016 entitled "*Corporate Climate Action Plan and Community Energy Plan – Stakeholder Engagement and Funding*" is **attached** as background information.

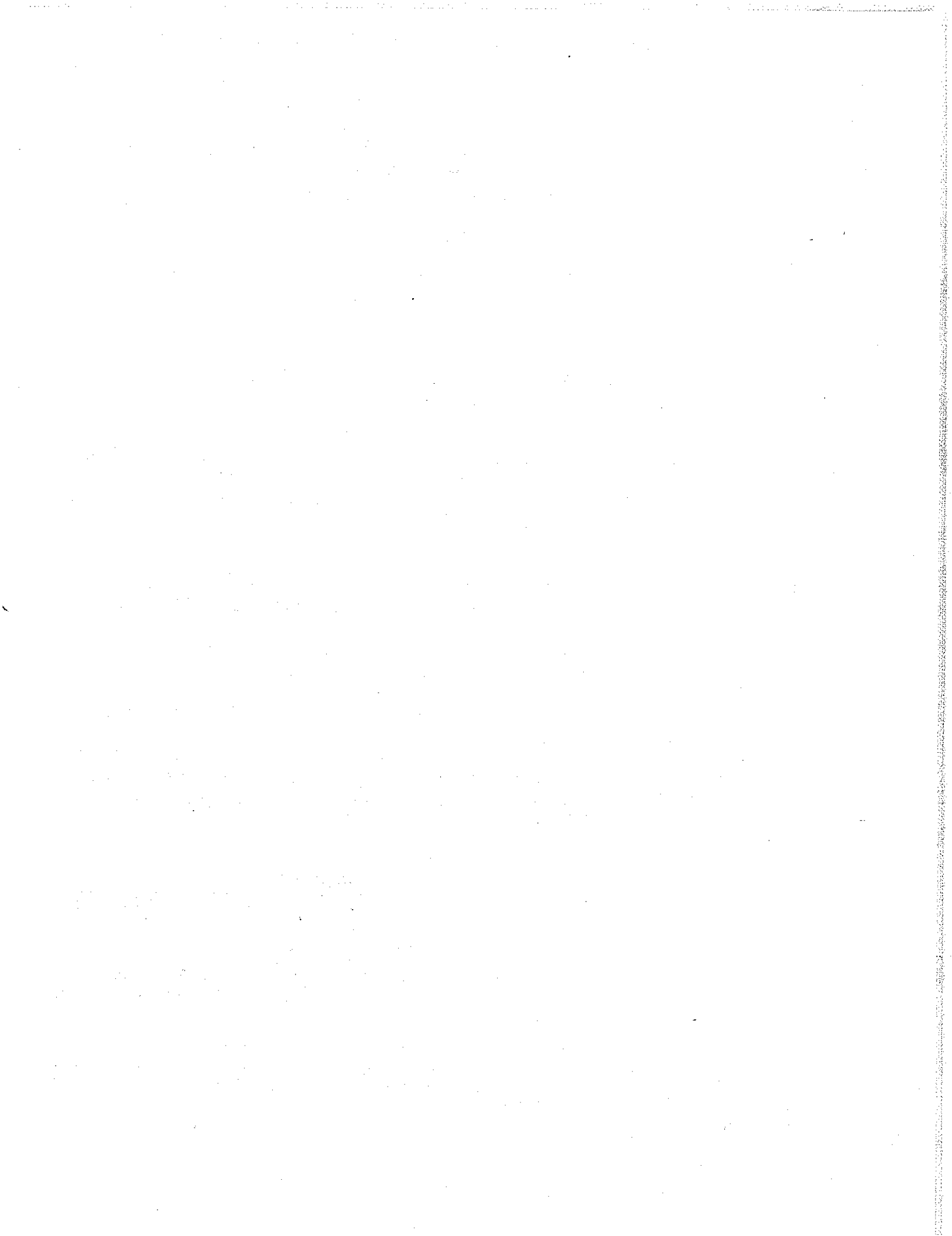


CHAIRPERSON



SUPERVISOR OF COUNCIL SERVICES

NOTIFICATION:	
NAME	CONTACT INFORMATION
Susan Hall, LURA Consulting	shall@lura.ca





Pollution Control

MISSION STATEMENT

"Our City is built on relationships – between citizens and their government, businesses and public institutions, city and region – all interconnected, mutually supportive, and focused on the brightest future we can create together"

REPORT #: S 26/2016	Report Date: 1/22/2016
Author's Contact: Karina Richters Supervisor, Environmental Sustainability and Climate Change 519-253-7111 ext 3226 krichters@citywindsor.ca	Date to Council: March 23, 2016
	Clerk's File #: EI/10822

To: Mayor and Members of City Council

**Subject: Corporate Climate Action Plan and Community Energy Plan -
Stakeholder Engagement and Funding - City Wide**

RECOMMENDATION:

- I. That the 5 Councillors from the Environment, Transportation and Public Safety Standing Committee **BE APPOINTED** as the Corporate Climate Action Plan/Community Energy Plan Steering Committee and further, that a one-time Special Orientation session be held at the April 25th, 2016 Executive Committee meeting; and
- II. That the Terms of Reference for the Corporate Climate Action Plan/Community Energy Plan Steering Committee, attached as Appendix "A" **BE ADOPTED**.

EXECUTIVE SUMMARY: N/A

BACKGROUND:

On April 7, 2015, City Council endorsed proceeding with completion of the Partners for Climate Protection Milestone 2 (Set Emissions Reduction Targets) and Milestone 3 (Developing a Local Action Plan) for the Corporate and Community as well as

completion of a Municipal Energy Plan as an expansion of the Community Climate Change Mitigation Plan (CR62/2015).

Then on October 5, 2015, City Council approved retaining LURA Consulting for the development of the plan (CR181/2015). Grant funding for the plan development has been received by the Ontario Ministry of Energy (\$90,000) and the Federation of Canadian Municipalities (\$148,300).

DISCUSSION:

The Community Energy Plan (CEP) is a comprehensive long-term community-wide plan to improve energy efficiency, reduce energy consumption and GHG emissions developed within the context of the built environment, land use planning, growth planning, and generation and transmission infrastructure. The CEP will result in a comprehensive energy plan that fosters a culture of conservation, considers the impact of future growth and options for clean energy generation, and supports economic development by better meeting energy needs.

The development of Corporate Climate Change Action (Mitigation) Plan (CCAP) and the CEP includes identifying a clear vision and goals, identifying the baseline and business-as-usual scenario, energy conservation and GHG emission reduction targets, then defining short, medium and long-term actions and an effective implementation strategy to ensure the plans can be put into action.

A key component of the Plan development process includes extensive stakeholder and community engagement in collaboration with City staff and Council. The objective of the engagement process is to collaborate with and empower the Windsor community to take action on climate change and other energy issues.

The Consultant proposes three phases of engagement as shown in Figure 1.

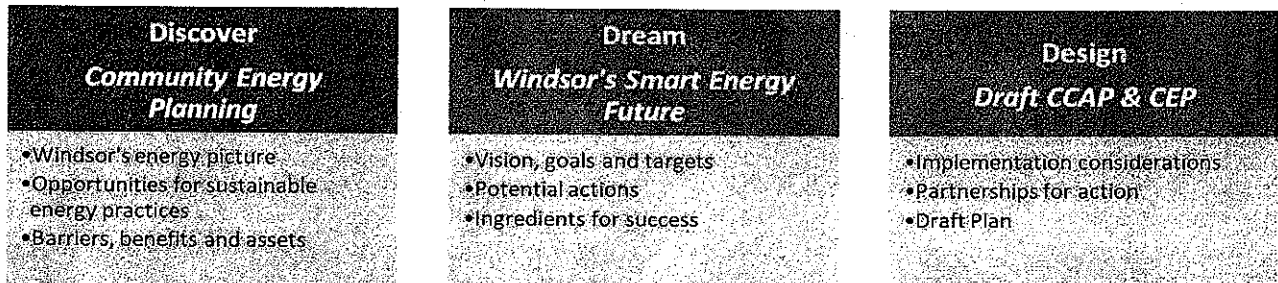


Figure 1: Phases of Community and Stakeholder Engagement

The community will continue to be engaged through the entire plan development which is expected to be completed in June 2017. The proposed engagement strategy estimates four meetings of the Corporate Task Force, five meetings of the Community Task Force (which includes key stakeholders from industry, institutional, commercial, residential, etc.), multiple opportunities for the general public and at least three reports to City Council.

Currently, the Consultant and Administration are working to bring together all of the data required to understand the current energy picture within the City of Windsor. This energy picture will be presented at the first meeting of the Corporate and Community Task Forces as well as with the general public at various events.

To further engage City Council during plan development, the Consultant is recommending the development of an Ad-hoc Corporate Climate Action Plan /Community Action Plan Steering Committee. It is recommended that the Councillors of the Environment, Transportation and Public Safety Standing Committee be appointed for this Committee. Resources for this Committee will include members of the Corporate Leadership Team, the City Planner, members of the Project Management Team and LURA Consulting as required. The expected time commitment would be minimal. It is expected there will be approximately four meetings over the length of the project. The purpose of the committee is to provide opportunity for open dialogue with Councillors and the Project team. There will be no voting on matters at the Committee level, the intent is for the exchange of information only. All matters requiring council decision will be reported to the Environment, Transportation and Public Safety Standing Committee. The Terms of Reference for the Committee is attached as Appendix A.

Administration is also recommending a one-time Special Orientation Session for all Councillors at the April 25th Executive Committee Meeting. This session will provide Council with the technical background and a detailed review of the current energy picture in the City of Windsor. This session will be the foundation of the plan development.

RISK ANALYSIS:

No significant or Critical Risks were identified.

Stakeholder engagement is a requirement of both the MOE and FCM Green Municipal Fund agreements.

FINANCIAL MATTERS:

No financial implications associated with the creation of the Corporate Climate Action Plan/Community Action Plan Steering Committee.

Any financial implications resulting from the Climate Change Action Plan/Community Energy Plan will be dealt with at the appropriate times through the budget process.

CONSULTATIONS:

LURA Consulting

CONCLUSION:

The long-term success of the Corporate Climate Action Plan and the Community Energy Plan is dependent on input from a wide range of key stakeholders including City Council Members. Corporate and Community engagement is proposed to be similar in scope to that used in development of the Environmental Master Plan.

APPROVALS:

Name	Title
Karina Richters	Supervisor, Environmental Sustainability and Climate Change
Paul Drca	Manager of Environmental Quality
Chris Manzon	Senior Manager of Pollution Control
Mark Winterton	City Engineer
Helga Reidel	Chief Administrative Officer

NOTIFICATIONS:

Name	Address	Email
LURA Consulting c/o Susan Hall	1005-505 Consumers Road, Toronto, Ontario M2J 4V8	shall@lura.ca

APPENDICES:

1. Appendix A

Corporate Climate Acton Plan/Community Action Plan Steering Committee – Terms of Reference and Mandate

Introduction/Preface

The purpose of the Corporate Climate Action Plan/Community Action Plan Steering Committee is to provide detailed technical information and an overview of the current energy picture in the City of Windsor.

Mandate

- Provides an opportunity for the Steering Committee to primarily discuss development of the CEP, including goals, actions, targets, and implementation and contribute to the Climate Change Action Plan/Community Energy Plan.
- To provide an on-going mechanism for input and advice to the Project Team on key points in the development of the Plan.

Composition/Membership

This Committee will consist of 5 City Councillors from the Environment, Transportation and Public Safety Standing Committee.

Resources

Resources to the Committee will include the Project Management Team, LURA Consulting, and as required, members of the Corporate Leadership Team and City Planner.

Duties and Responsibilities

The scope of the Committee will include activities, such as:

- Acting as a sounding board for the Project Team to share and discuss ideas and findings at meetings;
- Providing guidance, critiques and suggestions on proposed approaches, concepts, and potential actions;
- Sharing technical advice and knowledge to help provide context and a well-informed planning process;
- Actively participating and sharing knowledge during discussions on strategies and implementation;
- Identifying potential issues or concerns and how these might be addressed; and
- Participating in two-way communication with the Project Team.

Appointment and Term

As this is an ad-hoc committee, the committee's term will finish when the plan has been completed.

Reporting Structure/Frequency of Meetings

It is proposed that the Committee meet in person approximately four times over the course of the development of the CCAP & CEP, between April 2016 and June 2017.

Table 1 below includes a general work plan to illustrate the topics and timing proposed for each of the Committee meetings. It may be amended as the plan development progresses. The work plan anticipates that the Committee will provide input and feedback on the topics discussed at each meeting. It is important that the meeting topics are adhered to in order to ensure the onward development of the project.

Table 1: Proposed CTF Meeting Plan

Meeting #	Proposed Meeting Topics	Anticipated Timing
#1	<i>Overview, Introduction and Role of the CTF</i> <ul style="list-style-type: none">▪ Project overview and background;▪ Introduction to corporate climate action planning and community energy planning;▪ Background on energy consumption and climate change impacts globally and locally;▪ Review climate change and energy planning at the local level;▪ Review current energy and GHG profile for Windsor;▪ Review the PCP and MEP programs and their respective frameworks;▪ Present best practices and lessons learned from elsewhere;▪ Project process framework, work plan and project schedule; and▪ CTF mandate and terms of reference.	Special Orientation Session at the April 25 Executive Committee
#2	<i>Establishing a Vision, Principles and Goals</i> <ul style="list-style-type: none">▪ Scope and alignment discussion;▪ Develop vision and principles;▪ Identify goals and objectives;▪ Present and review baseline data;▪ Opportunity to discuss the baseline energy study and what the future looks like under this scenario (business-as-usual forecast);▪ Strength, Weaknesses, Opportunities and Threats	June 2016

Meeting #	Proposed Meeting Topics	Anticipated Timing
	activity; and <ul style="list-style-type: none"> ▪ Discuss the implications of the current energy patterns and opportunities. Reviewing Energy Maps, Identifying Community Assets and Establishing Sector-Based Targets <ul style="list-style-type: none"> ▪ Review energy maps; ▪ Identification of community assets; ▪ Establish sector-based targets; ▪ Identification of potential actions or criteria for action selection. 	
#3	Review Scenarios and Impacts <ul style="list-style-type: none"> ▪ Review scenarios; ▪ Discuss actions; and ▪ Introduce implementation approach and strategy. Implementation Planning <ul style="list-style-type: none"> ▪ Review scenarios and actions; and ▪ Discuss implementation approach and strategy; and ▪ Discuss draft Table of Contents for the Plan. 	October 2016
#4	Reviewing the Draft MEP and Refinement of the Draft Plan <ul style="list-style-type: none"> ▪ Review of draft plan; and ▪ Discuss next steps. 	March 2017

It is noted, that these draft meeting topics and timing will also apply to the Community Task Force.

Remuneration

Committee members receive no compensation for their service on this Committee.