

# City of Vaughan Greenhouse Gas Emission Community Action Plan



Prepared by Lura Consulting for:  
The City of Vaughan

September 2013

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## Purpose of Steering Committee Terms of Reference

This document outlines the role of the Steering Committee (SC) for the City of Vaughan Greenhouse Gas Emission Community Action Plan. It also presents guidelines for how the SC will operate, including how and when meetings will take place. This document may be amended as the Community Action Plan progresses. Any amendments to these Terms of Reference (TOR) will be done in consultation with the Vaughan Community Action Plan Project Team and Steering Committee members.

## Project Overview

The City of Vaughan, like many municipalities, is faced with the challenge of planning for and mitigating the impacts of climate change at the community level. Vaughan has already demonstrated a commitment to climate protection through a diversity of initiatives – most notably participating in FCM’s Partners for Climate Protection (PCP) Program, and completing PCP Milestone 1 (corporate and community greenhouse gas emission inventories). These climate specific commitments are supported by many other initiatives outlined in Green Directions Vaughan, the Community Sustainability and Environmental Master Plan, including: completing energy audits of municipal facilities, preparing an energy conservation and demand management plan, seeking creative funding solutions, implementing a green fleet strategy, completing waste inventories, adopting LEED standard building practices, developing more walkable and transit-friendly services for residents, committing to developing an effective civic engagement strategy, among others.

The City of Vaughan has retained Lura Consulting to assist with the development of Greenhouse Gas Emission targets and a Community Action Plan (CAP), the next phase of the PCP Program (Milestones 2 and 3). The CAP will provide the City and its community partners with a comprehensive community blueprint to reduce greenhouse gas emissions in Vaughan.

The City of Vaughan is looking to develop a Community Action Plan that is:

- Comprehensive
- Forward thinking
- Collaborative
- Stakeholder driven
- Integrated with existing plans and initiatives
- Developed using best practices from municipalities across Ontario and Canada

The CAP will include identifying clear goals, defining short, medium and long-term actions (with emissions reductions and high level cost estimates), defining emission reduction targets as well as making recommendations for implementation.

## Mandate

The Steering Committee is a non-political advisory committee guided by these Terms of Reference. It provides an opportunity for key stakeholders across six sectors (residential, commercial, industrial, transportation, waste, and cross-sector) to discuss the development of the community greenhouse gas reduction action plan, including goals, actions, targets, and implementation.

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The mandate of the SC is to provide an ongoing mechanism for input and advice to the Project Team on key points in the development of the Community Action Plan. The Project Team includes representatives from the City of Vaughan, and a team of consultants led by Lura Consulting. The SC will participate in the development of each step of the work and also deliberate on and review input received from public engaged in the consultation process.

The role of an SC member includes:

- **Acting as a sounding board** for the Project Team to share and discuss ideas and findings at meetings;
- **Coming prepared to meetings** by reviewing any reports prior to the meetings and having comments, questions and concerns previously identified;
- **Providing guidance, critiques and suggestions** on proposed approaches, concepts, and potential actions;
- **Actively participating and sharing knowledge** during discussions on greenhouse gas reduction strategies and implementation;
- **Identifying potential issues or concerns** and how these might be addressed;
- **Participating in two-way communication** between members’ constituencies and the Project Team;
- **Attending all the SC meetings whenever possible;** and
- **Acting as “ambassadors”** of local greenhouse gas reduction initiatives during the development and creation of the Community Action Plan. This can include ensuring stakeholders are informed about the process and key deliverables and solicited for input as well as attending and participating in community events.

## Work Plan

It is proposed that the SC meet in person four times over the course of the development of the Community Action Plan, between September and December 2013.

The table below includes a general work plan to illustrate the topics proposed for SC meetings. The work plan anticipates that the SC will provide input and feedback on the topics discussed in each meeting. It is important that the meeting topics are adhered to in order to ensure the onward development of the project. If a member of the SC is unable to attend a meeting, they will be encouraged to send any feedback and concerns to the Project Team prior to the scheduled meeting.

SC Meeting	Meeting Topics
Meeting #1	<ul style="list-style-type: none"> <li>▪ Project overview and background;</li> <li>▪ SC’s mandate and terms of reference;</li> <li>▪ Project process framework, work plan and project schedule;</li> <li>▪ Existing GHG emission inventory data;</li> <li>▪ Strengths, weaknesses and opportunities resulting from the inventory; and</li> <li>▪ Approaches to engaging the City of Vaughan community and stakeholder groups.</li> </ul>
Meeting #2	<ul style="list-style-type: none"> <li>▪ Review trends and best practices information relating to how other municipalities are addressing GHG emission reduction targets and candidate actions that are transferable and relevant for Vaughan;</li> <li>▪ Complete a visioning exercise as input to the vision, goals and potential target; and</li> <li>▪ Help select a long-list of potential GHG reduction actions applicable to Vaughan.</li> </ul>
Meeting #3	<ul style="list-style-type: none"> <li>▪ Review input from consultation process ;</li> </ul>

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	<ul style="list-style-type: none"> <li>▪ Review and refine the vision, goals and targets; and</li> <li>▪ Work through long-list of potential actions to identify priorities for Vaughan.</li> </ul>
Meeting #4	<ul style="list-style-type: none"> <li>▪ Review and refine the draft Action Plan;</li> <li>▪ Revisit mechanisms to continue to engage community members and stakeholders in future milestones; and</li> <li>▪ Discuss key implementation considerations for the Community Action Plan.</li> </ul>

## Membership

SC membership will consist of the following sector areas and organizations:

Sector	Proposed Representative
<b>Residential</b>	<ul style="list-style-type: none"> <li>• Building associations</li> <li>• Utilities</li> </ul>
<b>Commercial</b>	<ul style="list-style-type: none"> <li>• Industry associations</li> <li>• Large commercial operators</li> <li>• Utilities</li> </ul>
<b>Industrial</b>	<ul style="list-style-type: none"> <li>• Industry associations</li> <li>• Large industrial operators</li> <li>• Utilities</li> </ul>
<b>Transportation</b>	<ul style="list-style-type: none"> <li>• Industry associations</li> <li>• Large commercial/industrial operators</li> <li>• Transportation service providers</li> <li>• Special interest groups</li> </ul>
<b>Waste</b>	<ul style="list-style-type: none"> <li>• Industry associations</li> <li>• Large commercial/industrial operators</li> <li>• Waste management service providers</li> <li>• Special interest groups</li> </ul>
<b>Cross-Sector</b>	<ul style="list-style-type: none"> <li>• Education and outreach groups</li> <li>• Special interest groups</li> </ul>

The following are the key terms and conditions of SC membership:

- I. Members understand, accept and agree to abide by these Terms of Reference.
- II. Members are willing to commit to participate on the SC throughout the duration of the Community Action Plan process (four meetings over four months).
- III. Members agree to attend as many SC meetings as possible.
- IV. Members will strive to complete work in a timely fashion and be prepared for all SC meetings.
- V. Through their participation on the SC, members agree to ensure a two-way flow of information between the organizations they represent and the Project Team.

## Term of Membership

Membership in the SC is for the duration of the project – approximately four months, starting in September 2013 and concluding in January 2014.

## Facilitation and Secretariat

Meeting facilitation will be undertaken by Lura. The facilitation will include:

- I. Development of meeting agendas in consultation with the City.
- II. Facilitation of SC meetings.
- III. Record keeping and preparation of action items for SC meetings.

The point of contact for all SC correspondence is:

### **Chris Wolnik**

Manager, Environmental Sustainability  
City of Vaughan  
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### **Jeff Garkowski**

Project Coordinator  
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## Decision Making

It is envisioned that a consensus-based approach – where members seek general agreement on advice and recommendations to the Project Team – will be the operating mode for the SC. If consensus is not achieved, differing perspectives and viewpoints will be recorded and noted in the SC meeting minutes. Voting will not be used as the function of the SC is to provide guidance and advice.

## Meeting Management, Agendas and Reporting

The following procedures will be used in convening meetings of the SC:

- Meetings will be scheduled at the outset of the SC process, and subject to confirmation based on the project schedule.
- Meetings will generally be held on Wednesday afternoons beginning at 5 PM. When more discussion time is required, members may consider holding an extended daytime session.
- Lura will distribute agendas and any materials to SC members in advance of each meeting.
- SC members will be consulted on agenda items for future meetings at the conclusion of each SC meeting.
- The Project Team will prepare action items and key points from each SC meeting. Meeting highlights will be prepared within 10 business days of each meeting.
- SC members will also receive project information made available to the public and be invited to attend any community engagement events.
- The meetings are open to other interested parties who may observe the SC meetings; however, should these parties wish to participate they may act as a delegate at an assigned time on the agenda.

## Advisors and Experts

The SC may wish to invite or request additional advisors or experts to attend at various points during the project. Considerations will be given to each request by the Project Team and will be subject to timing, availability and budget considerations.

## **Resources**

On behalf of the Project Team, Lura Consulting will provide the resources needed to support operation of the SC, including: facilitation and secretarial support; and meeting materials and supplies.

## **Reporting Relationship**

The SC is acting in an advisory capacity to the Project Team, and is not responsible for the decisions made by the Project Team. By participating as members of the SC, members are not expected to waive their rights to participate in the democratic process, and may continue to avail themselves of participation opportunities through other channels.

## **Freedom of Information and Protection of Privacy**

Please note that the personal information provided through the SC process will form part of the public record, as per the *Freedom of Information and Protection of Privacy Act*, and will not be protected from disclosure.

## Appendix A: Vaughan Community Action Plan Steering Committee Meeting Schedule

The following is the proposed schedule of dates for project team meetings. All meetings will be held at Vaughan City Hall, unless otherwise noted.

### PROPOSED MEETING DATES

Meeting	Date	Location
Meeting #1 – Orientation and Opportunities	September 25, 2013 5 – 7pm	Vaughan City Hall, Community Room 242 2141 Major Mackenzie Drive, Vaughan
Meeting #2 – Vision and Potential Actions	October 23, 2013 5 – 7pm	Vaughan City Hall, Community Room 242 2141 Major Mackenzie Drive, Vaughan
Meeting #3 – Goals & Targets, Prioritizing Actions	November 20, 2013 7 – 9pm	Vaughan City Hall, Community Room 242 2141 Major Mackenzie Drive, Vaughan
Meeting #4 – Draft Plan, Implementation	December 4, 2013 7 – 9pm	Vaughan City Hall, Community Room 242 2141 Major Mackenzie Drive, Vaughan