

City of Vaughan Greenhouse Gas Emission Community Action Plan



Steering Committee Toolkit

Prepared by Lura Consulting for:
The City of Vaughan

September 2013



Vaughan CAP Steering Committee Toolkit
September 2013

Table of Contents

1. About this Toolkit.....	1
2. Vaughan CAP Project Overview	1
Why Community Action?	1
What is a Community Action Plan?.....	1
Community Action Planning in Vaughan	2
What are Other Communities Doing?	3
What are some examples of local action to reduce emissions?.....	4
3. What Are our Emissions Now – Community GHG Emission Inventory.....	5
4. Steering Committee Work Plan	7
Proposed Meeting Schedule	7
Meeting #1 Overview.....	8
Meeting #2 Overview.....	9
Meeting #3 Overview.....	10
Meeting #4 Overview.....	11

1. ABOUT THIS TOOLKIT

This toolkit has been designed to assist Steering Committee members on the Vaughan Greenhouse Gas Emission Community Action Plan (CAP) project to successfully carry out their roles in developing a vision, goals, actions and targets as part of the initiative.

This toolkit contains background information, key questions for consideration and Committee meeting agendas that will be used to guide the *process* of creating the actions and targets for the CAP and is organized into the following sections:

- **Project Overview** – provides important information about the Plan development process, where the CAP is in that process, and how the Steering Committee fits into the whole picture. It also clearly explains the desired outcomes of the Steering Committee and the next steps following its activities.
- **Meeting #1 – 4 Overviews**– includes desired outcomes and key questions.

2. VAUGHAN CAP PROJECT OVERVIEW

Why Community Action?

Communities, through the activities of residents and businesses, are a considerable cumulative source of greenhouse gas (GHG) emissions at a global scale. Additionally, municipal governments have influence over policy and community programming that affects local energy use and GHG emissions through factors such as building construction and energy efficiency, local land use, transportation patterns, and economic development. Through these various roles and services provided by local government, municipalities are said to have direct control or indirect influence of approximately 44 percent of GHG emissions in Canada.¹

Due to the demonstrated impact that communities have on emissions contributing to climate change, it is important to educate and engage community members in creating a local action plan. When implemented and monitored, this action plan will ensure tangible emission reductions, resulting in co-benefits such as improved energy efficiency, sustainable transportation, water conservation and waste diversion, generate economic development opportunities all of which ultimately lead to improvements in our local quality of life.

Promoting reduction of greenhouse gas emissions is one the objectives established in *Green Directions Vaughan*, the City's Community Sustainability and Environmental Master Plan adopted by Council in 2009. Actions 1.2.4 and 1.2.5 reference the need to develop a GHG emissions reduction plan in partnership with the community.

What is a Community Action Plan?

A **community action plan** (also known as a **local action plan**) is a strategic document that outlines how your community will achieve its GHG emissions reduction targets. While developing a climate action

¹ EnviroNics. *Act Locally – The Municipal Role in Fighting Climate Change*. Federation of Canadian Municipalities, 2009, p. 1.

strategy, many communities develop two emission reduction actions plans – one for municipal operations and another for the community as a whole.

Creating a community action plan is part of the Federation of Canadian Municipalities Partners for Climate Protection (PCP) **five-milestone framework shown below in Figure 1**. Once a milestone is completed, the community – typically led by the local municipality – submits their material to the PCP program for a technical review and approval. Once approved, the community will then receive a letter of recognition for completing that Milestone.

Creating a community action plan is about more than just checking off another Milestone in the program and having a final plan document. It is also about education and capacity building. The journey of creating a community-based action plan for reducing greenhouse gas emissions and engaging with the community in the planning process creates awareness of climate change issues and will build the necessary momentum to ensure the plan is successful and the actions are carried through.

Community Action Planning in Vaughan

The City of Vaughan is a proud member of the PCP program and is in a great position to build on forward-thinking leadership to propel local sustainability efforts through the development of an integrated climate action plan. The CAP is a collaborative initiative that is driving this action planning process forward.

The purpose of the CAP is to collaboratively develop an action plan and reduction targets for the community of Vaughan. This will be based on the greenhouse gas emissions inventory and forecast developed as part of the first milestone in the five-milestone framework of the PCP program. The milestones associated with the PCP framework are shown in Figure 1, as well as the progress towards these community milestones in the City of Vaughan.



Figure 1: PCP Framework and Community Progress in Vaughan

Local partners worked together to complete a community greenhouse gas inventory (Milestone 1) in June of 2013. The next step is to develop an action plan and set a reduction target (Milestones 2&3) through a process of community engagement, including the formation of a Steering Committee.

This work is defined by four key components:

- A focus on climate change mitigation (with potential synergies with climate change adaptation);
- Action at the local level (in the context of global climate change);
- A community (rather than municipal operations) emissions reduction effort; and,
- A collaborative approach with multiple stakeholders.

What are Other Communities Doing?

Cities and towns around the world are taking action to reduce GHG emissions caused by activities originating within their communities. This is being done in part to help prevent negative climate changes impacting quality of life as well as to improve energy security and independence, achieve cost savings and to stimulate more sustainable economic and community development.

Across Canada, many municipalities are embarking on or are well down the path towards climate action planning. Below are examples of local action plans completed by other municipalities. To review emission reductions strategies in other communities, please click the municipal icons below.



[Regional Municipality of York Corporate Greenhouse Gas Inventory and Local Action Plan](#)

A Local Action Plan, completed in 2004, integrating corporate and community sectors.



[Town of Richmond Hill Location Action Plan](#)

Completed in 2004, this Local Action Plan focuses on the community sector.



[City of Pickering Local Action Plan](#)

A Local Action Plan for both corporate and community sectors, completed in 2007.



[Durham Region Community Climate Change Local Action Plan](#)

An example of a recently completed (2012) Local Action Plan in a regional municipality with urban and rural settlement areas.



[Town of Caledon, Community Wide Local Action Plan to Reduce GHG Emissions](#)

A recent community Local Action Plan (2011) for a highly rural area with a commercial centre and 40 small communities.



[Oakville Environmental Sustainability](#)

This Environmental Sustainability Plan, completed in 2011, includes a preliminary Community Energy Plan to reduce GHG emissions produced by the community.



[ClimateActionWR \(in progress\)](#)

The most recent example of community action planning to reduce GHG emissions.

[City of Guelph Community Energy Plan](#)

A local Action Plan, 2007, focusing on improving energy and water efficiency.

[Niagara Region Community Climate Change Action Plan](#)

Completed in 2013, this plan outlines the goals and targets for climate action at a regional level.

What are some examples of local action to reduce emissions?

The following is a small sample of actions that could be included in a community action plan. Input from the Steering Committee will contribute towards creating a database of such actions and exploring the potential impact and feasibility of each in the City of Vaughan – ultimately evaluating and prioritizing which new ideas should move into action, and how we can continue to support increased uptake for existing initiatives.

Energy	
<ul style="list-style-type: none"> Promote and/or enhance Conservation Demand Management programs offered by utility companies Encourage sustainable building technologies in new projects and retrofits Explore potential of renewable energy technologies & reusing heat losses 	<ul style="list-style-type: none"> Develop policies and programs that enable district energy systems and/or Sustainable Business Parks Increase carbon reduction commitments of local organizations Offer home audits and energy clinics
Transportation	
<ul style="list-style-type: none"> Improve/increase the frequency and integration of public transit services Provide incentives for taxi companies to use low-emission vehicles in their fleets Expand cycling infrastructure 	<ul style="list-style-type: none"> Continue to promote carpooling or rideshare programs that target employee commuting Develop policies for complete streets Broaden enforcement of anti-idling bylaws
Waste	
<ul style="list-style-type: none"> Create incentives for residents and business to reduce waste Partner with businesses to develop “Take it Back”/resource recovery programs 	<ul style="list-style-type: none"> Develop strategies to reduce waste from field to fork Advocate for sustainable product packaging Increase waste diversion targets
Cross-Sector	
<ul style="list-style-type: none"> Market-research to identify barriers and motivations for desired sustainable behaviours Coordinated campaign to build awareness of Action Plan and progress 	<ul style="list-style-type: none"> Central website with one-stop information, tools, resources and support for community actions to reduce GHG Education and awareness campaigns

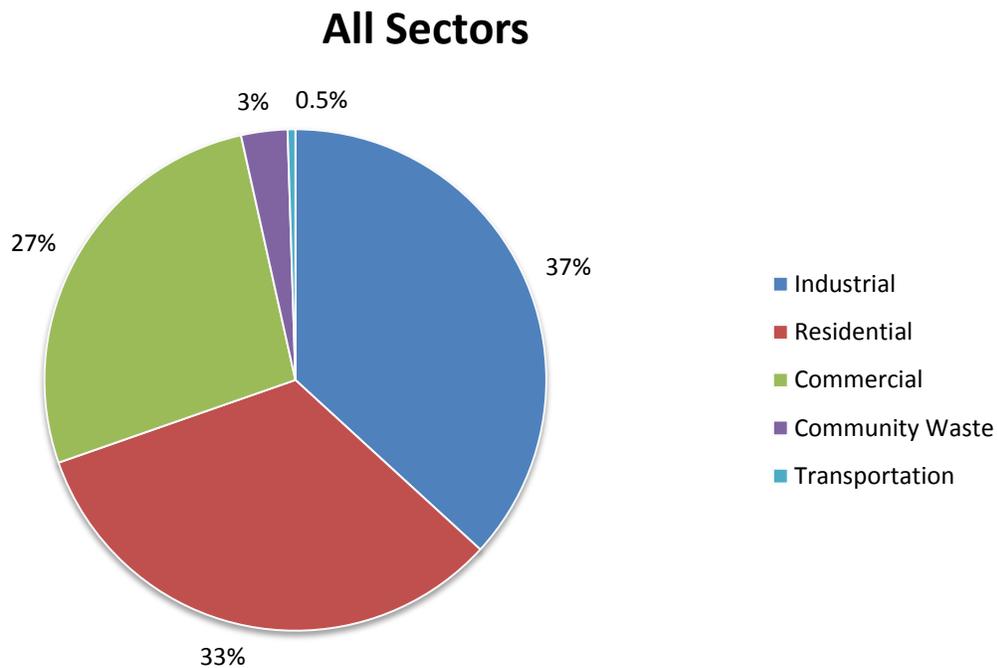
3. WHAT ARE OUR EMISSIONS NOW – COMMUNITY GHG EMISSION INVENTORY

As part of the City of Vaughan’s commitment to the PCP program, the City undertook a greenhouse gas audit to identify where its environmental impact was originating from within the community. The year 2006 was chosen as the baseline audit year as it was the most recent year that complete data was available. The Community PCP model looks at emissions from Residential, Commercial, Industrial, Transportation and Community Waste sources. In 2006, the City of Vaughan emitted 1,330,359 tonnes of eCO₂. The industrial sector is the most significant contributor at 37%, with the residential sector not far behind at 33%. These sectors produced 487,047 and 443,832 tonnes of eCO₂ respectively. The commercial sector accounted for 363,502 tonnes of eCO₂. These sectors combined for over 96% of eCO₂ in the city. Waste accounted for 3%, while transportation accounted for less than 0.5%.

The figure below shows the percentage of eCO₂ emissions produced by sector.

What is eCO₂?

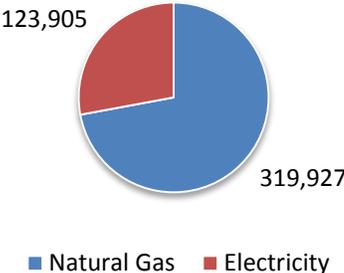
Carbon dioxide equivalent (eCO₂) is a metric measure used to compare the emissions from various greenhouse gases based upon their global warming potential (GWP).



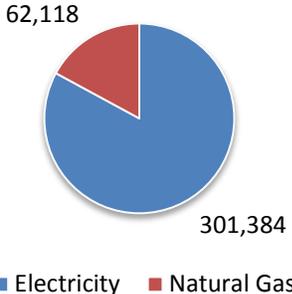
As one of the fastest growing regions in Canada, Vaughan is expecting to see an increase in population, which will result in an increase in eCO₂ emissions. Between 2006 and 2016, population is expected to increase from 249,345 to 326,082. This is an increase of 31%.

The figures on the next page show the CO₂ emissions (t) by fuel type produced by each individual sector. The estimated eCO₂ for waste (not pictured) is 35,066 tonnes.

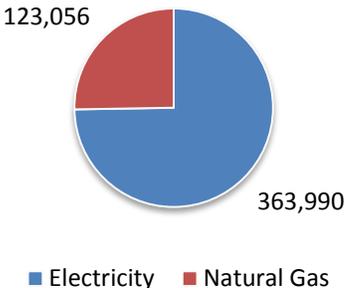
Residential



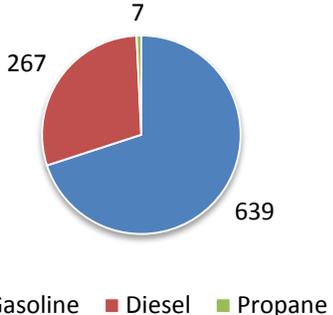
Commercial



Industrial



Trasportation



4. STEERING COMMITTEE WORK PLAN

Proposed Meeting Schedule

For an overview of Steering Committee member roles and responsibilities, please refer to the Steering Committee Terms of Reference.

Meeting #	& Topics*	Date	Location
1	<ul style="list-style-type: none"> ▪ Project overview and background; ▪ SC mandate and terms of reference; ▪ Project process framework, work plan and project schedule; ▪ Existing GHG emission inventory data; ▪ Strengths, weaknesses and opportunities resulting from the inventory; and ▪ Approaches to engaging the City of Vaughan community and stakeholder groups. 	September 25, 2013 5 – 7PM	Vaughan City Hall, Community Room 242 2141 Major Mackenzie Drive, Vaughan
2	<ul style="list-style-type: none"> ▪ 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; ▪ Complete a visioning exercise as input to the vision, goals and potential actions; and ▪ Review GHG reduction activities currently initiated and help select a long-list of potential GHG reduction actions applicable to Vaughan. ▪ Work through long-list of potential actions to identify priorities for Vaughan. 	October 23, 2013 5 – 7PM	Vaughan City Hall, Community Room 242 2141 Major Mackenzie Drive, Vaughan
3	<ul style="list-style-type: none"> ▪ Review input from consultation process; ▪ Review and refine the vision, goals and targets; ▪ Identify priorities for Vaughan; and ▪ Further refine priority actions and mechanisms for implementing them. 	November 13, 2013 5 – 7PM	Vaughan City Hall, Community Room 242 2141 Major Mackenzie Drive, Vaughan
4	<ul style="list-style-type: none"> ▪ Review and refine the draft Action Plan; ▪ Revisit mechanisms to continue to engage community members and stakeholders in future milestones; and ▪ Discuss key implementation considerations for the Community Action Plan. 	December 4, 2013 5 – 7PM	Vaughan City Hall, Community Room 242 2141 Major Mackenzie Drive, Vaughan

*All meetings will include plenary and small groups formats.

Meeting #1 Overview

Date: September 25, 2013
Time: 5:00 – 7:00 PM
Location: Vaughan City Hall, Community Room 242
2141 Major Mackenzie Drive, Vaughan

1. Meeting Agenda (brief)

1. Welcome and Introductions
2. Plenary presentations: Project Overview
3. Discussion:
 - a. Strengths, Weaknesses, Opportunities and Threats
4. Community Engagement and Next Steps

2. Desired Outcomes

- Understanding of project objectives and anticipated outcomes;
- Review of existing GHG emission inventory data;
- Identification strengths, weaknesses, opportunities and threats for climate change planning in Vaughan, and;
- Generation of ideas to engage community members and stakeholder in the planning process.

3. Key Questions

- Where are we strong now? Weak?
- What can we do to maintain strengths and address weaknesses?
- What opportunities might present themselves? What are the threats?
- What can we do to capitalize on opportunities and mitigate threats?
- How can we mobilize the community towards action?

Meeting #2 Overview

Date: October 23, 2013
Time: 5:00 – 7:00 PM
Location: Vaughan City Hall, Community Room 242
2141 Major Mackenzie Drive, Vaughan

1. Meeting #2 Agenda (brief)

1. Welcome and Review
2. Trends and Best Practices from other Municipalities
3. Discussion:
 - a. Visioning Exercise
 - b. Identification of potential GHG reduction actions and targets
4. Next Steps

2. Desired Outcomes

- Develop community action plan draft vision and goals ,
- Review of potential targets, and;
- Develop a long-list of potential GHG reduction actions relevant to Vaughan.

3. Examples of Vision and Goal Statements

What is a Vision? An aspirational statement of our community's future that we hope to achieve in terms of greenhouse gas emissions. It establishes the direction for goals, targets and actions.

Examples:

- Waterloo Region is a progressive, sustainable and collaborative community with a low carbon impact and a high quality of life (*draft*).
- Durham Region is a carbon-neutral, sustainable, prosperous and resilient community with a high quality of life.
- Guelph will create a healthy, reliable and sustainable energy future by continually increasing the effectiveness of how we use and manage our energy and water resources

What are Goals? Broad statements, specific to theme areas (e.g. transportation), that describe how we will achieve our vision.

Examples:

- Support a sustainable built environment in ways that reduce GHG emissions through design, technology, education and stewardship (Durham Region – Built Environment).
- Reduce GHG emissions to sustainable levels through judicious production, generation, transmission, delivery and use of energy (Durham Region – Energy).
- Reduce GHG emission from transportation in Durham Region (Durham Region – Transportation).

4. Key Questions

- Think about Vaughan 10 years from now. In your eyes, what does the City look like in terms of greenhouse gases? What are the key words that you would use to describe the City?
- In terms of goals, what would need to be done to achieve the vision in each theme area?
- What specific initiatives can be undertaken to achieve them?

Meeting #3 Overview

Date: November 20, 2013
Time: 7:00 – 9:00 PM
Location: Vaughan City Hall, Community Room 242
2141 Major Mackenzie Drive, Vaughan

1. Meeting #3 Agenda (brief)

1. Welcome and Review
2. Review input from consultation process
3. Discussion:
 - a. Identify priorities from long-list of potential actions
4. Next Steps

2. Desired Outcomes

- Understanding of feedback from the community and stakeholders;
- Refined community action plan vision and goals; and
- Identify a shortlist or ‘packages’ of actions for each theme area.

3. Key Questions

- Taking a moment to review the draft vision and goals, are there any changes?
- Looking at the long list of actions, which initiatives have the biggest impact? Which provide the biggest bang for the buck?
- Can any specific actions be bundled into programs?
- What are some of the ongoing initiatives in Vaughan that support the vision and goals?
- Input questions:
 - Who can implement the action? Who can help support implementation?
 - Is it a high priority or simply “nice” to have?
 - When should it be implemented? i.e., is it short-term (0-2 years), medium-term (2-5 years) or long-term (5+ years)?

Meeting #4 Overview

Date: December 4, 2013
Time: 7:00 – 9:00 PM
Location: Vaughan City Hall, Community Room 242
2141 Major Mackenzie Drive, Vaughan

1. Meeting #4 Agenda (brief)

1. Welcome and Review
2. Review input from consultation process
3. Discussion:
 - a. Community Action Plan Implementation Strategies
4. Next Steps

2. Desired Outcomes

- Refined draft Action Plan – vision, goals, targets and priority actions;
- List of mechanisms to continue community and stakeholder engagement;
- Strategies to implement the Community Action Plan.

3. Key Questions

- Does the community action plan accurately reflect Vaughan’s values and priorities?
- Are there any key pieces missing? Do you have any suggested revisions?
- What organization would be good partners to help advance the goals and actions of Vaughan’s community action plan?
- Would you or the organization you represent be willing to become involved in the implementation of one or more of the actions identified in the community action plan? If so, which?