

|   |  |
|---|--|
|  | PLANNING & DEVELOPMENT DEPARTMENT<br><i>MEMORANDUM</i>   |
|   | PLANNING AND SUSTAINABILITY ADVISORY COMMITTEE<br>MOTION |
| TO:   | Mayor and Members of Council                             |
| FROM:   | Adriane Miller, Secretary                                |
| DATE OF MEETING   | April 17, 2018   |
| SUBJECT:  | Sustainability Resources                                 |

The following motion was adopted at the April 17, 2018 regular meeting of the Planning and Sustainability Advisory Committee (PSAC)

Moved by T. Stopps,

“WHEREAS the planning and Sustainability Advisory Committee (PSAC) has considered the attached Sustainability Resources Preliminary Analysis report – Attachment A; and the Town resources applied to sustainability; and the risks the Town may face when it does not complete sustainability work in a timely way.

THEREFORE, PSAC recommends “THAT Council request the Chief Administrative Officer (CAO) consider and report back on the extension of staff resources to ensure integrated action on the many sustainability issues presenting challenges for the Town; and

Council receive the report in time for consideration during the current Council mandate, including investigating grant applications, and any necessary referrals to a new Council”

**CARRIED**

Adriane Miller, Secretary  
 Planning and Sustainability Advisory Committee

## **ATTACHMENT A**

### **Sustainability Resources at Town Hall a consideration by the Planning & Sustainability Advisory Committee**

#### ***Preliminary Analysis***

#### **Key Cobourg Sustainability Issues**

- The Town of Cobourg (through Council, Advisory Committees, and/or Administration) has identified a number of areas of ‘sustainability’ that have some level of priority, today, in its ongoing planning, legislative and operations delivery; among others; these include:
  - Climate Change;
  - Public Works (including storm water management);
  - Urban Forest Management;
  - Comprehensive Energy Management;
  - Full Implementation of the Official Plan; and development of the
  - Community Sustainability Plan.
  
- These tasks require one or more of:
  - initial planning – of ‘evergreen’ plans and incremental action;
  - implementation – acquiring funding (e.g., application for grant funding) and integrating action (e.g., other levels of government, business, and community players);
  - community communication; and
  - regular reviews and renewed planning.

#### **Past and Present Impacts**

- Despite taking many significant actions over the past decade, the Town has also missed opportunities to complete plans, deliver and communicate. Examples include:
  - Cobourg’s 2010 Climate Action Plan – a draft plan was prepared and accepted by Council, registered with the *Federation of Canadian Municipalities (FCM)* as a ‘draft plan’; and activities implemented. Yet, the plan was never registered as a ‘final plan’ and was not well communicated nor were additional actions/ongoing needs considered in an updated plan.
  - Cobourg’s Corporate Energy Conservation and Demand Management Plan – was prepared by Public Works in 2014. The Plan called for the town to produce an annual Energy Consumption and Greenhouse Gas Emission Template for operations. To date, we’ve not been able to find a single report published for Cobourg.
  - Community Energy Planning – Cobourg has been a leader in community energy. Many past examples exist, perhaps starting with LED traffic lights a couple of decades ago;

and more recently, renewable energy implementation at our waste water treatment plant, public, commercial and residential buildings. However, recently, we were unable to respond to suggestions (by a community partner) that Cobourg participate in a national community energy planning and scorecard pilot project being implemented by *Quality Urban Energy Systems of Tomorrow (QUEST-Canada)*. To date, Cobourg has not completed -- or even started -- Municipal Energy Planning, a value added activity supported by both federal and provincial governments.

### **Economic Implications**

- At risk is the timely implementation and progress to manage climate change; public works; urban forest management; comprehensive energy management planning; development planning; and community sustainability planning.
- Cobourg could miss out on the economic, social and environmental benefits that accompany full implementation of these activities (e.g., renewable energy projects).
- Economic risks include the risk of:
  - lost or reduced operational cost savings (particularly energy costs);
  - inadvertent misdirection of public (and private) capital investments;
  - increased potential for future stranded assets (i.e., capital investments that fail to meet the planned lifetime of the investment).

### **What Are Leading Sustainable Municipalities Doing?**

- Larger Municipalities
  - Kingston (pop. ~130,000) – jointly approved plan and delivery partnership (Kingston and Sustainable Kingston); City Director of Environment, delivery partnership Board of Directors, staff and volunteers
  - Burlington (pop. ~180,000) – plan and Senior Sustainability Coordinator
- ‘Smaller’ Municipalities
  - Halton Hills (pop. ~60,000) – Plan and implementation by an Office of Sustainability
  - Caledon (pop. ~66,000) – Plan and Manager, Sustainability
  - Collingwood (pop. ~20,000) – 2008 Plan and integrated town delivery
  - Huntsville (pop. ~20,000) – Plan and Sustainability Coordinator

### **What Staffing Needs/Options Does Cobourg Have?**

- Needs:
  - coordinate/integrate actions across organizations (e.g., between town departments, with the County, with local utilities and other community partners);
  - seek funding (e.g., provincial and federal governments, FCM, AMO, GreenOn);

- lead communications and public reporting;
- engage the public;
- initiate/manage/integrate ongoing data collection, reporting and planning cycles.

#### Staffing Options

- broad issues, like sustainability are commonly integrated into all staff job descriptions;
  - staff leadership/coordination – use of an organizational ‘point resource’ is also common. Such a resource could strengthen cross-department and cross-partner (e.g., County) integration activities. Options include:
    - staff member (e.g., Sustainability Coordinator or Senior Sustainability Coordinator);
    - mid-management (e.g., Sustainability Manager);
    - Senior Management (e.g., Chief Sustainability Officer; Director, Sustainability).
- Timing Considerations
    - Immediate Action – adding staff resources now would entail funded from within (e.g., savings from staff vacancies). Such resourcing would enable immediate work on current issues, without prejudice to a future Council. For example, the Town could:
      - *Seek funding* – for initial staffing, baseline studies, and option assessment for early opportunities (see *Key Cobourg Sustainability Issues*), since this may be helpful to future Town decisions;
      - *Get a head start on current policy work* – e.g., draft guidelines on sustainability references in Cobourg’s Official Plan (e.g., reference to ‘sustainability strategy’ and updated site design guidelines); and
      - *immediately work to engage internal partners* – over recent or past decisions (e.g., sustainable forest management activities; collection of existing data for Cobourg’s for internal use or future reporting).
    - Future Decisions – any new (or temporary) staff would need to be ‘regularized’ into Town staffing and salary allocations (and passed with the Town Budget). This stage presents a new Council with an opportunity to ‘put their stamp’ on new initiatives and make decisions on funding for staff resources. Such resourcing could enable:
      - *Community Sustainability Planning, Climate Change Adaptation, updates to Park Planning, Integrated Delivery of Urban Forest Plans and other Sustainability Projects* – that Council wants to endorse.

- Salary Funding Strategies
  - mature salary justification – should be based on the value added (e.g., return on investment – ROI) from initiated projects
  - initial salary could be funded from one or more of: town resources; and/or grant-funding (e.g. Ontario Municipal Energy Plan Program; FCM Green Municipal Fund).

Prepared by:

Terry Stopps, Chair  
Planning & Sustainability Advisory Committee

Date: April 17, 2018