

THE CORPORATION OF THE CITY OF SARNIA
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COMMUNITY DEVELOPMENT SERVICES AND STANDARDS

OPEN SESSION REPORT

TO: Mayor and Members of Council

FROM: Tammie Ryall, Acting Director of Community Development Services and Standards

DATE: May 6, 2019

SUBJECT: Climate Change Adaptation Plan - Work Plan
Project No. MCIP-16172 (Federation of Canadian Municipalities)

Recommendation:

It is recommended:

1. That Sarnia City Council endorses a Work Plan for the preparation of a Climate Change Adaptation Work Plan, as shown in Attachment 1; and
2. That Sarnia City Council amends the Environmental Advisory Committee's Terms of Reference, as shown in Attachment 2; and
3. That Sarnia City Council directs staff to organize an interdepartmental staff working group to assist with the development of a climate change adaptation plan.

Background:

At the March 25, 2019 regular meeting of Sarnia City Council, Council passed a resolution to enter into an Agreement with the Federation of Canadian Municipalities (FCM) for a staff salary grant of up to \$125,000, over a two-year period (1 March 2019 – 28 February 2021), to enable the in-house development of a Climate Change Adaptation Plan. The agreement is now executed.

Comments:

Work Plan

The FCM Agreement requires that a detailed work plan for the development and implementation of a Climate Change Adaptation Plan be prepared and

authorized by Council. A two-year work plan is provided in Attachment 1 and lists the project phases, tasks and timelines, and reports to be completed.

FCM Community of Practice

To support the project, FCM established a community of practice for grant recipients. FCM will provide:

- Peer-learning teleconferences
- Webinars (re. stakeholder engagement, developing Green House Gas (GHG) inventories, vulnerability and risk assessments, etc.)
- Fall 2019 workshop (in person)
- One-on-one coaching from adaptation specialists
- Access to a resource library
- An online discussion platform to share ideas and resources

Steering Committee

The FCM Agreement requires that a steering committee be formed to oversee the development and implementation of a Climate Change Adaptation Plan. In the grant application, it was proposed that the Environmental Advisory Committee's (EAC) Terms of Reference be revised to include climate change and that EAC serve as a Steering Committee for the project. A draft revised EAC Terms of Reference is provided in Attachment 2.

It is recommended that the EAC's mandate be amended by adding:

“k) To recommend policies and programs related to climate change adaptation and mitigation and to serve as the steering committee for the development of climate change plans.”

Staff Climate Change Working Group

The FCM Agreement requires that an interdepartmental staff working group be formed to assist with the development of a climate change adaptation plan. Over the long-term, climate change impacts have included (as examples) – increased precipitation, increased temperatures, and an increased frequency of severe weather events. These changes require enhanced planning for asset management, emergency preparedness, public safety and environmental health, and financial well-being. The staff working group would be consulted regarding policy development and implementation.

Consultation:

The Clerk's Department and the Federation of Canadian Municipalities (FCM) were consulted in the preparation of this report.

At their April 17, 2019 meeting, the Environmental Advisory Committee was consulted and made a motion, **“That the Committee adopts the revised**

Environmental Advisory Committee Terms of Reference". The motion was made by Councillor Brian White, and seconded by Sarah Sowinski. All in favour. Motion carried.

Financial Implications:

If the project is completed in conformity with the FCM Agreement, the City would be eligible to receive the following disbursements from FCM to cover up to 80% of staff salaries, as follows:

Project Milestone	Disbursement date	Disbursement
#1 – 1 March to 31 August 2019	30 Sept. 2019	\$31,250
#2 – 1 Sept. 2019 to 29 Feb 2020	31 March 2020	\$31,250
#3 – 1 March to 31 August 2020	30 Sept. 2020	\$31,250
#4 – 1 Sept. 2020 to 28 Feb. 2021	31 March 2021	\$31,250

Reviewed by:



Tammie Ryall
Acting Director of Community
Development Services and Standards

Approved by:



Chris Carter
Chief Administrative Officer

This report was prepared by Nancy Bourgeois, Planner, MCIP/RPP.

Attachments:

- Attachment 1 - Climate Change Adaptation Plan Work Plan
- Attachment 2 - Draft revised Environmental Advisory Committee Terms of Reference

Attachment 1
WORK PLAN FOR THE DEVELOPMENT OF A
CLIMATE CHANGE ADAPTATION PLAN

YEAR 1 1 March 2019 – 29 February 2020
PROJECT Prepare a Climate Change Adaptation Plan (CCAP)

PHASE 1 – PREPARE A CLIMATE CHANGE ADAPTATION PLAN

TASKS AND TIMELINES

- Project initiation (March 2019)
- Join FCM Climate Change Community of Practice (9 April 2019)
 - Access to online learning, peer-to-peer learning, one-on-one support
- Prepare a detailed work plan (April 2019)
 - Report to Council to endorse the work plan (6 May 2019)
- Develop a Communications Plan (April 2019)
 - For City Departments, agencies, stakeholders, the public
 - Identify agencies and stakeholders
 - Consult with Aamjiwnaang First Nation
 - Review communications plan with EAC (May 2019)
- Organize teams (May 2019)
 - [1] Steering Committee (Environmental Advisory Committee) (EAC)
 - Report to Council to revise EAC’s Terms of Reference to include “climate change” in their mandate and appoint EAC as the Steering Committee for the CCAP project (6 May 2019)
 - [2] Staff Working Group
- Complete Climate Adaptation Maturity Scale (Fillable PFD) (May 2019)
 - To determine what’s completed and give direction for next steps
- Review existing City plans and guidelines (May 2019)
 - Articulate climate change references in existing documents
 - Review current policy framework with EAC (May 2019)
- Prepare a Risk and Vulnerability Assessment Report
 - Prepare report outline (May 2019)
 - Gather information on Sarnia-Lambton weather patterns and major storm events (May 2019)
 - Identify impacts on City assets and established service levels

- Report outline and baseline data to be reviewed by EAC (June 2019)
 - Prepare a draft risk assessment report (Summer 2019)
 - Draft risk assessment report to be reviewed by EAC (Sept. 2019)
 - Report to Council on draft risk assessment report (28 October 2019)
 - Circulate draft risk assessment report for comment (Fall 2019)
- Prepare a draft Climate Change Adaptation Plan (CCAP)
 - Prepare an annotated table of contents (May 2019)
 - Draft Table of Contents to be reviewed by EAC (June 2019)
 - Prepare draft CCAP (Fall 2019)
 - Draft CCAP reviewed by EAC (December 2019)
 - Report to Council on draft CCAP (20 January 2020)
 - Circulate draft CCAP for comment (Winter 2020)
- Workshops
 - Workshop 1 – Information gathering (June 2019)
 - Invite selected City staff, agencies, stakeholders and Aamjiwnaang First Nation to attend workshop
 - Provide project overview
 - Share draft outline for risk assessment report
 - Share annotated table of contents for draft CCAP
 - Brainstorming sessions to identify risks, vulnerabilities, threats, operational concerns, and priority action items
 - Workshop 2 – Visioning exercise with EAC (19 June 2019)
 - Review baseline data
 - Identify values and themes and review priority items
 - Workshop 3 – Public open house(s) (Summer and Fall 2019)
 - Present project overview and baseline climate change data
 - Explain the public engagement platform and seek public involvement in all phases of the project
- Workshop 4 – Review draft CCAP with City Staff
- Review draft CCAP (December 2019)
 - Schedule additional workshops, if needed
- Investigative Interviews with City staff groups (June/July 2019)
 - Conduct one-on-one interviews with staff from all departments regarding asset management, emergency preparedness, public safety and environmental health, financial well-being, technological and data gaps, etc.

- Community consultation (online)
 - Develop public engagement platform and on-line survey

REPORTS

- Staff reports to Sarnia City Council
 - Ⓢ Report to enter into an agreement with Federation of Canadian Municipalities (FCM) (25 March 2019)
 - Ⓢ Report on work plan – endorse work plan, organize a staff working group, appoint EAC as steering committee (6 May 2019)
 - Ⓢ Report on draft risk assessment report, 28 October 2019
 - Ⓢ Report on Draft CCAP, 20 January 2020

- Progress reports to Federation of Canadian Municipalities (FCM)
 - Milestone 1: 1 March – 31 August 2019, due 30 August 2019
 - Milestone 2: 1 Sept. 2019 – 29 Feb. 2020), due on 28 Feb. 2020

YEAR 2 1 March 2020 – 28 February 2021
PROJECT Implement a Climate Adaptation Plan (CCAP)

PHASE 1 (continued) – PREPARE A CLIMATE CHANGE ADAPTATION PLAN

TASKS AND TIMELINES

- Finalize the Risk and Vulnerability Assessment Report
 - Report to Council on final risk assessment report (23 Mar. 2020)

- Finalize the CCAP
 - Report to Council to adopt the CCAP (23 March 2020)

PHASE 2 – IMPLEMENT OPERATIONAL AND INSTITUTIONAL CHANGES

- Prepare public information and circulate the final CCAP (Spring 2020)

- Operational changes (Spring 2020)
 - Prepare a list of recommended municipal operational changes
 - Identify departmental responsibilities for implementing priorities
 - Proposed operational changes to be reviewed by senior City staff
 - Consult with EAC regarding the proposed changes
 - Report to Council (22 June 2020)

- Policy development (Summer 2020)
 - Prepare draft policies for inclusion in City plans and guidelines:
 - Strategic Plan (2017)
 - Sarnia Official Plan (2014)

- Zoning By-law (2002)
 - Site Plan Control Guidelines
 - Asset Management Plan (2015)
 - Stormwater Management Design Standards (updated 2017)
 - Energy Conservation and Demand Management Plan (2014)
 - Community Sustainability Plan (2013)
 - Development Charges By-law (2019)
 - Parks, Recreation and Culture Master Plan 2018 to 2033 (2019)
- Draft policies to be reviewed by senior City staff (October 2010)
 - Consult with EAC regarding proposed policy revisions (October 2020)
 - Report to Council (23 November 2020)

PHASE 3 – PREPARE TO IMPLEMENT CLIMATE ADAPTATION INITIATIVES

- Training (Fall 2020)
 - Develop training materials for staff and the public
 - Develop web-based educational materials
- Steering Committee (Fall 2020) (EAC)
 - Develop long-term climate change work plan for steering committee
- Monitoring (Fall 2020)
 - Develop monitoring protocols for capacity building and plan implementation
- Final report to Council
 - Final report regarding the project and monitoring (February 2021)

REPORTS

- Reports to Sarnia City Council
 - Ⓢ Report on final risk assessment report (23 March 2020)
 - Ⓢ Report on Final CCAP (23 March 2020)
 - Ⓢ Report on proposed operational changes (22 June 2020)
 - Ⓢ Report on proposed policy amendments (23 November 2020)
 - Ⓢ Final report (February 2021)
- Reports to Federation of Canadian Municipalities (FCM)
 - Milestone 3 (Progress Report): 1 March – 31 August 2020, due 31 August 2020
 - Milestone 4 (Final Report): 1 Sept. 2020 – 28 Feb. 2021), due on 28 Feb. 2021

Work plan adopted by Sarnia City Council on 6 May 2019

Attachment 2
ENVIRONMENTAL ADVISORY COMMITTEE
TERMS OF REFERENCE

1. Mission Statement

The mission of the Environmental Advisory Committee is to advise Sarnia City Council on environmental matters. The mission shall be accomplished through the provision of advice and recommendations that provide a citizen perspective on environmental matters affecting the City of Sarnia.

2. Values

- a) Consideration for the future/sustainability
- b) Commitment to environmental enhancement
- c) Active participation in environmental initiatives
- d) Mutual respect
- e) Individual and collective accountability

3. Mandate

- a) To support Sarnia City Council in decisions related to the physical environment and urban wildlife;
- b) To provide comment on City policies and programs to foster sustainability and resiliency;
- c) To formulate and recommend City positions on items of environmental significance;
- d) To promote the protection and enhancement of the natural environment;
- e) To recommend policies and programs that contributes to the stewardship of natural heritage;
- f) To develop strategies and policies to manage open spaces, parks, and natural areas;
- g) To identify and recommend to Sarnia City Council natural areas within the City boundaries and to develop plans to protect and improve their natural components;
- h) To provide Sarnia City Council with recommendations to acquire and manage properties to provide habitat for wild plants and animals within the City;
- i) To conduct urban wildlife pilot projects in the City;
- k) To recommend policies and programs related to climate change adaptation and mitigation and to serve as the steering committee for the development of climate change plans.

4. Administrative Process

- a) The Committee will hold a meeting at the beginning of each calendar year to:
 - a. Elect a Chair and Vice Chair;
 - b. Establish dates and times for regular meetings;
 - c. Review the Terms of Reference;
 - d. Generate an annual plan of activities.
- b) The Committee shall make recommendations to Sarnia City Council by way of Committee motion.
- c) The Secretary shall forward minutes to the City Clerk.
- d) The Councillor Representative will work collaboratively with the City Clerk to forward Committee minutes to Sarnia City Council.
- e) In cases when the Councillor Representative feels it is necessary to expedite Sarnia City Council consideration of a Committee recommendation, the Councillor Representative may forward the Committee motion to Sarnia City Council by way of Notice of Motion.
- f) Meetings shall be conducted with an agenda that is approved by the members. Agenda packages are considered confidential information and will be sent to members a week prior to the meeting. Items in the package are not to be discussed or distributed to others, unless otherwise advised by staff.
- g) Meetings will generally be open to the public. There may be situations where sensitive issues are discussed, and in such instances the advice of the City Solicitor may be sought before the matter is discussed.
- h) The Committee may hold a closed meeting when deemed appropriate. The Committee shall pass a resolution at an open meeting indicating that a closed meeting will be held and what the general nature matter under consideration is. Closed meeting shall be held in accordance with the Procedural By-law.

4.1 City Staff Support

The Committee will receive administrative support from Planning division and the Parks division. Each department head shall delegate one staff member to be responsible for attending Committee meetings and providing technical advice. Planning and Parks will fulfill the Secretary role on an annual rotating basis. Staff support persons are responsible for providing minutes to both department heads. Staff support persons are non-voting members.

4.2 Role of Committee

To provide recommendations, advice and information to Sarnia City Council on matters which relate to the mandate of the advisory committee, to

facilitate public input to Sarnia City Council on programs and ideas and to assist in enhancing the quality of life of the community, in keeping with the City's Strategic Plan principles.

Advisory committees shall not give direction to Administration or to any local board or commission, nor shall advisory committees request, without the approval of Sarnia City Council, the preparation of any administrative reports, research or work assignments. This does not preclude advisory committees from directly asking members of the Administration for information and data when, in the opinion of staff, such requests can be reasonably accommodated within existing workloads.

4.3 Quorum

A meeting quorum shall be fifty percent of the Committee members. Quorum shall be no less than three (3) members. For a nine (9) member committee, quorum shall be five (5) members.

4.4 Decision Making

The rules of parliamentary procedure as contained in Robert's Rules of Order 11th Edition as amended shall be followed for governing the proceedings of the Committee. All motions properly put before the Committee shall be voted upon. All members will have one vote and a simple majority carries the motion. A tie vote is lost. As full members, the Chair and Councilor Representative may vote on any motion.

4.5 Conflict of Interest

Members having a pecuniary or non-pecuniary interest in any issues under consideration by the Committee shall declare the conflict of interest to the Chair at the beginning of the meeting or at the earliest time known and shall not discuss or vote on the issue nor influence the vote of any member. The member may be requested to leave the meeting during the discussion and/or vote on the issue.

5. Committee

- a) Committee members will be appointed by Sarnia City Council for a two year term.
- b) Sarnia City Council will strive to select members that are committed to the values set out in this Terms of Reference. Sarnia City Council will consider as an asset volunteer or professional experience in areas of environment and/or natural heritage.
- c) If a member is absent for three consecutive meetings without contacting either the Chair or the staff person assigned to the Committee, the Committee can recommend the member to be

removed from the Committee. When a member ceases to be a member before the expiration of his or her term, Sarnia City Council may appoint another eligible person for the unexpired portion of the term.

- d) Committee members are required to abide by the City of Sarnia's Code of Conduct.

6. Media Inquiries

All media inquiries should be directed to the Chair and the staff person assigned to the role of Secretary.

7. Amendment of Terms of Reference

A recommendation to amend the Terms of Reference can be made by a motion endorsed by at least two thirds of the membership of the Committee; however such changes must be approved by Sarnia City Council.

Job Descriptions

Chair

The Chair conducts Committee meetings, establishes agendas, calls meetings to order, acts as a spokesperson to the media, and monitors the Committee budget. The Vice-Chair assumes the responsibilities of the Chair in his/her absence.

Secretary

A staff member, the Secretary performs all administrative duties related to the Committee and acts as a resource for the Committee during meetings. The Secretary keeps on file minutes and records of all matters considered by the Committee.

Councillor Representative

The Councillor Representative must be present in order for a meeting to take place. The Councillor Representative forwards Committee minutes to Sarnia City Council for approval and speaks on behalf of the Committee in regards to Committee motions. If the Councillor Representative cannot attend a meeting, he or she may delegate another Member of Sarnia City Council to act in their place.

These Terms of Reference were adopted by Sarnia City Council on July 10, 2017.

Amendments:

May 6, 2019 – Mandate amended to include consideration for matters related to climate change adaptation and mitigation

DRAFT