

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

OPEN SESSION REPORT

TO: Members of Sarnia City Council

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

DATE: March 25, 2019

SUBJECT: Agreement with Federation of Canadian Municipalities (FCM) for a Climate Change Staff Grant approved under the Municipalities for Climate Innovation Program (MCIP)

Recommendation:

It is recommended:

1. That Sarnia City Council approves a staff salary contribution of \$15,851 for Year 1 (2019) and Year 2 (2020) of the Agreement with the Federation of Canadian Municipalities (FCM) (Schedule B, Part 2 of the Agreement) as the City's contribution to undertake the Climate Change Adaptation Project approved under the Municipalities for Climate Innovation Program (MCIP) [Project Number MCIP 16172] and as required by the Agreement, and that staff be authorized to send a letter to FCM confirming this financial contribution; and
2. That Sarnia City Council adopts a by-law to enter into an Agreement with the Federation of Canadian Municipalities (FCM) for a Climate Change Staff Grant of up to \$125,000, approved under the "Municipalities for Climate Innovation Program" (MCIP) (Project Number MCIP 16172), to develop a Climate Change Adaptation Plan; and
3. That the Mayor and Clerk are authorized to execute the Agreement, as shown in the By-laws section of the Agenda.

Background:

On December 5, 2018, the City received notification from the Federation of Canadian Municipalities (FCM) that their grant application under the “Municipalities for Climate Innovation Program” (MCIP) was approved (Attachment 1). Grant funding of up to \$125,000 (or up to 80% of eligible staff salary costs, the lesser of the two) was approved for a two-year period to enable the in-house development a Climate Change Adaptation Plan.

A report and approval letter were considered by Sarnia City Council on December 17, 2018 at a closed a session meeting. The meeting was held in camera due to the Federal media release requirements (Attachment 1, paragraph 1).

Comments:

In discussing the concept of “climate change”, most municipalities lack the staff resources to do research on what climate change is and how to plan for it in a meaningful way. To respond to these challenges, the Municipalities for Climate Innovation Program (MCIP) is a five-year, \$75-million program designed to encourage Canadian municipalities to better prepare for and adapt to the impacts of climate change as well as reduce greenhouse gas emissions. The program is funded by the Government of Canada and administered by the Federation of Canadian Municipalities (FCM).

To qualify for the grant, the City is required to contribute 20% of the actual staff salary costs, which is projected to be \$15,851 for Year 1 of the project, and \$15,851 for Year 2. The program allows flexibility for this position to be filled by either existing staff or a contract position in the Planning Division.

For the purposes of the Agreement, the project start date is March 1, 2019, and the end date is February 28, 2021. The deliverables of a detailed work plan are listed in Attachment 2.

To implement the Agreement, a By-law is provided in the By-laws section of the Agenda. As part of the Agreement, FCM requires a resolution or letter from Council confirming a financial contribution of \$15,851 for Year 1 of the project.

FCM will support the project by setting up a community of practice to enable the sharing of best practices, and resources (webinars, one-on-one support).

Consultation:

Staff consulted with the Finance Department, City Clerk and FCM.

Financial Implications:

The FCM grant would provide funding to cover 80% of actual staff salaries, to a maximum of \$125,000 over a two-year period (2019-2021). As the City's share, Council would be required to make a 20% contribution of \$15,851 in 2019 Year 1 of the project and \$15,851 in Year 2. The City's 20% portion can be funded through existing planning department staff vacancies in 2019 and could be funded by staff vacancies or not hiring a summer student in 2020.

Reviewed by:



Tammie Ryall
Acting Director of Community
Development Services and Standards

Approved by:



Robert Harwood
Interim Chief Administrative Officer

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

Attachments:

Attachment 1 Letter from FCM, dated December 5, 2018
Attachment 2 Project deliverables



FEDERATION
OF CANADIAN
MUNICIPALITIES

FÉDÉRATION
CANADIENNE DES
MUNICIPALITÉS

December 5th, 2018

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Présidente**

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Mairesse
Ville de Magog, QC

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Chef de la direction**

Brock Carlton
Ottawa, ON

Mrs. Dianne Gould-Brown
City Clerk
City of Sarnia
255 Christina Street North
Sarnia, Ontario, N7T 7N2

Title of initiative: Climate Change Staff Grant – City of Sarnia
Application number: MCIP 16172

Dear Dianne Gould-Brown,

On behalf of the FCM's Executive Committee, I would like to congratulate the City of Sarnia on its successful funding application for the above-noted initiative in relation to the Municipalities for Climate Innovation Program (MCIP). It is my pleasure to confirm that the City of Sarnia has been approved for a Climate Change Staff Grant in the amount of up to \$125,000.

In the near future, Annie McKenzie will contact the City of Sarnia to finalize the agreement for this funding. FCM's obligation to fund the above-noted initiative will only become binding once the agreement is signed.

Public announcements regarding MCIP-funded initiatives are overseen by FCM in partnership with the Government of Canada. An FCM communications officer will contact the City of Sarnia to discuss the process for a public announcement. Until that time, before making any public statements related to the status of the application process for MCIP funding, please contact us at 613-907-6208 or by e-mail at programs@fcm.ca.

Thank you for your interest in MCIP. We look forward to working with you to improve the quality of life in your community, and to sharing the results of your initiative with communities across Canada.

Sincerely,

Jacquelyn Taylor
Manager, Funding | Municipalities for Climate Innovation Program - MCIP

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Ottawa, Ontario

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JT:AM



ATTACHMENT 2

Federation of Canadian Municipalities (FCM), Municipalities for Climate Change Innovation Program (MCIP) – Climate Change Staff Grant –

Project deliverables

In Year 1, the Recipient plans to:

- Orientation and review of City plans and policies
- Develop detailed work plan
- City Council report to endorse the work plan
- Council endorsement
- Establish cross-functional staff Climate Adaptation Team and Steering Committee
- Develop communications strategy for the public as well as City departments and agencies
- Develop a vision and policy framework with the Steering Committee
- Gather information on Sarnia-Lambton weather trends, major storm events
- Undertake City staff information gathering workshops e.g. engineering and parks
- Coordinate workshops with Steering Committee, the public and agencies
- Develop an online survey and public engagement platform
- Prepare report on the assessment of risk and vulnerability
- Prepare draft climate change adaptation plan
- Prepare report to Council on the draft Climate Change Adaptation Plan
- Council endorsement of the draft Climate Change Adaptation Plan
- Coordinate workshops with Steering Committee, the public etc. on the draft Plan
- Coordinate workshops with City staff on the risk assessment and draft Plan
- Prepare revised draft (Draft 2) of the risk assessment and draft Plan
- Circulate revised draft to steering committee, agencies, etc. for comment

In Year 2, the Recipient intends to:

- Finalize Climate Change Adaptation Plan
- Finalize report on the assessment of risk and vulnerability
- Prepare report to Council on the final Climate Change Adaptation Plan

- Council endorsement of the final plan
- Prepare public information about the final Plan e.g. social media accounts
- Based on the Plan priorities, prepare list of municipal operational changes needed
- Make recommendations for changes to the
 - City Strategic Plan
 - City Official Plan and Zoning By-law
 - City Site Plan Control process
 - City Asset Management Plan
- Recommend departmental responsibilities for implementing the priorities
- Develop training materials for City staff and Steering committee
- Develop web-based materials for public information
- Develop a long-term Climate Change work plan for the Steering Committee
- Develop measurement and monitoring protocols to engage City departments
- Senior City Staff endorse operational changes, Phase 2 changes to plans, processes and policies