



Agenda
The Township of Cavan Monaghan
Sustainability Advisory Committee Meeting

Tuesday, March 21, 2023

1:00 p.m.

Council Chambers

Members in attendance are asked to please turn off all electronic devices during the Council Meeting. Any special needs requirements pertaining to accessibility may be directed to the Clerk's Office prior to the meeting.

Please be reminded meetings are livestreamed and recorded. Council Members may be participating remotely.

1. **Call to Order**
2. **Approval of the Agenda**
3. **Disclosure of Pecuniary Interest and the General Nature Thereof**
4. **Closed Session**
5. **Committee Orientation**
 - 5.1 **Sustainability Advisory Committee Terms of Reference**
 - 5.2 **Procedural By-law No. 2023-08**
 - 5.3 **Accessibility - Understanding Accessible Customer Service**
 - 5.4 **Bill 168 - Respect in the Workplace Policy (Violence and Harassment)**
6. **Election of Officers**
 - 6.1 **Appointment of Chair**
 - 6.2 **Appointment of Vice-Chair**
7. **Minutes**
8. **Reports**
9. **General Business**

9.1 Update Energy Conservation and Demand Management Plan - June 2014

9.1.1 Greater Peterborough Area Climate Change Action Plan

9.2 Cavan Monaghan Climate Change Action Plan

9.3 Codes Acceleration Fund

9.4 Items for next meeting and date

10. Adjournment

Sustainability Advisory Committee Terms of Reference

Purpose

The Sustainability Advisory Committee is a committee of the Township of Cavan Monaghan Council to promote sustainable practices throughout the community with regard to energy use as well as climate change adaptation mitigation initiatives.

Operation

The Sustainability Advisory Committee is a volunteer advisory committee whose members are responsible to the Township of Cavan Monaghan Council and bound by these Terms of Reference. Members are subject to a Confidentiality Agreement with the Municipality and all other applicable policies.

All points of order or procedure for which rules have not been provided in this Terms of Reference shall be decided by the Chair in accordance with the Township's Procedural By-law. The Committee shall also have regard to the policies and guidelines of the Township's Energy Conservation and Demand Management Plan (ECDM), Peterborough County and Sustainable Peterborough's Climate Change Action Plan (CCAP).

All Committee meetings are open to the Public.

Responsibilities of the Committee

- Advise and make recommendations to Council regarding the update and implementation of the ECDM;
- Engage stakeholders in the implementation of the ECDM. These stakeholders include, but are not limited to, the Township of Cavan Monaghan, residents and business owners of the Township;
- Provide recommendations on the direction for phasing and timing of energy management and/or climate change mitigation/adaptation projects;
- Promote initiatives to raise public and special interest awareness and support for ongoing sustainable energy management and climate change projects;
- Provide educational opportunities for all stakeholders with regard to energy management, waste reduction strategies, active transportation, local food and other sustainability practices/initiatives;
- Other initiatives, projects or programs as directed by Council;
- Establish well-defined goals and objectives for the upcoming year; and
- Work within the annual budget approved by Council.

Role of the Chair

The Chair is responsible for insuring the smooth and effective operation of the Committee and its roles. The Chair is responsible for:

- Provide input in the creation of an agenda in consultation with municipal staff.
- Chair the meeting.
- Participate as an active voting member, encouraging active participation by all Committee members.
- Review reports from other Committee members and affiliates in consultation with municipal staff designate(s) for inclusion on the agenda;
- Represent the Sustainability Advisory Committee on other Committees when necessary or ensure an appropriate staff designate(s).
- Calling of meetings as required to address issues of an urgent nature.
- In the absence of the Chair, these responsibilities will be undertaken by a committee member designated as Vice-chair.

Role of Committee Members

- Attend and actively participate in all scheduled meetings as a voting member;
- Read and understand all information supplied;
- Undertake research on local and broader sustainable initiatives;
- Contribute input into Committee reports to Council;
- Undertake training as required to effectively perform their role as a committee member;
- Become familiar with Municipal, Provincial, and Federal legislation as they apply to the ECDM;
- Make delegations to Council for budget requests;
- Publicly support all recommendations made by the Committee; and
- Work with other members to attempt to reach a consensus on decisions brought before the Committee.

Role of the Clerk

- Provide notice of meetings and create the agenda;
- Take minutes of Committee meetings;
- Maintain an up-to-date record of meetings, attachments, and reports;
- Distribute minutes of previous meetings and the agenda for the upcoming meeting at least 48 hours prior to the next scheduled meeting;
- Work with the Chair to develop meeting agendas;
- Ensure that all members of the Sustainability Advisory Committee have entered into a Confidentiality Agreement with the Municipality at the start of their term;
- Post approved Sustainability Advisory Committee agendas and minutes on the Municipality's website.

- Staff are non-voting members.

Role of Staff

- Act as a resource for the Committee during meetings that may include presenting background reports, distribution of government information pertaining to the mandate of the Sustainability Advisory Committee, etc.
- Facilitate the recommendation(s) of the Sustainability Advisory Committee to Council through the creation of reports.
- Ensure that other departments of the Municipality, whose responsibilities and actions may impact on properties are aware of the ECDM Strategy goals and priorities as well as the CCAP;
- Submit a report to Council for budget requests or reallocation of funds; and
- Administer the use of allocated funds to the Sustainability Advisory Committee;
- Staff are non-voting members.

Composition

The membership of the Sustainability Advisory Committee shall consist of not fewer than seven (7) and not more than nine (9) members appointed by Council.

In addition to two (2) staff member and one (1) appointed Council representative; preference will be given to the following representation:

- Resident and/or Ratepayer of the Municipality – Three (3) Members at Large
- Member of the local business community, preferably equal representation from each Ward 1, 2 and 3. Three (3)

At the first meeting of the new term of the Sustainability Advisory Committee, the members shall appoint, from among their membership, a Chair and Vice-Chair.

Members of Subcommittees will be appointed within the existing membership as required.

Term of Office

The term for Citizen members and Council members on the Sustainability Advisory Committee shall run concurrent with the term of Council, or until successors are appointed by Council as required.

Members are required to notify the Chair or designated municipal staff if they are unable to attend a meeting. Should any member of an Advisory Committee fail to attend four (4) or more meetings, the Council may discharge that member by resolution and appoint another member in his/her place. Members who wish to resign shall notify the Chair and the Township Clerk in writing. Replacement of the member will be through the process outlined in the Advisory Committee Policy.

Quorum

A majority of Committee members will constitute a quorum for the transaction of business. No less than 4 of the 7 Committee members must be present before a quorum is achieved.

Minutes and Agendas

Reports including recommendations from the Sustainability Advisory Committee will be sent through the Township Clerk to be included on the next scheduled Regular Council Meeting agenda. Minutes will be forwarded to Council for adoption. The Council appointed representative will report updates at the Regular Council Meetings on the Committee's activities.

Distribution of the agenda for the upcoming meeting will be sent via email to Committee members at least 48 hours prior to the next meeting and will be posted on the Municipal website. Meetings will be livestreamed and recorded. The livestream and recording will be maintained in accordance with the Records Retention By-law.

Subcommittees

The Sustainability Advisory Committee may establish subcommittees from time to time to deal with specific issues. All subcommittees must be comprised of appointed Sustainability Advisory Committee members. The subcommittees make recommendations to the Sustainability Advisory Committee. All appointed members of the subcommittee have the right to vote. The Chair of the subcommittee will be appointed at the first meeting of the subcommittee.

Meeting Times and Locations

The Sustainability Advisory Committee shall hold a minimum of four (4) meetings per year. Meetings will occur on a date and time agreed to by the Committee. Meetings will take place in the Municipal Council Chambers, Committee Room or an alternative option when required. Meetings will be livestreamed and recorded.

Additional meetings may be held as required at the call of the Chair and recommendation of staff.

Remuneration

- This is a voluntary position and there is no financial compensation associated with the appointments.
- Reimbursement for expenses incurred by Committee members will be paid for by the Municipality subject to the approval of Council.

The Township of Cavan Monaghan

By-law No. 2023-08

Being a by-law to govern the calling, place and proceedings of meetings

“Otherwise known as the Procedural By-law”

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The Township of Cavan Monaghan

By-law No. 2023-08

Being a by-law to govern the calling, place and proceedings of meetings

Whereas pursuant to Section 238(2) of the Municipal Act, 2001, as amended, every municipality and local board shall pass a procedure by-law for governing the calling, place and proceedings of meetings;

Whereas pursuant to Section 238(2.1) of the Municipal Act, 2001, as amended, the procedure by-law shall provide for public notice of meetings;

Now Therefore the Council of the Township of Cavan Monaghan hereby enacts as follows:

1. Definitions:

- a) "Abstain" means a member who is lawfully entitled to vote but chooses not exercise their right to vote on a matter, and in such cases in abstention shall be deemed as a negative vote.
- b) "C.A.O." means the Chief Administrative Officer of the Township of Cavan Monaghan designated by by-law.
- c) "Chair" means Mayor or Presiding Officer of a meeting.
- d) "Clerk" means the Clerk of the Township of Cavan Monaghan designated by by-law.
- e) "Closed Meeting or Session" means a meeting or portion thereof, closed to the public in accordance with Section 239 of the Municipal Act, 2001, as amended.
- f) "Committee" means any advisory or other committee, subcommittee or similar entity of which at least 50 percent of the members are also members of one or more councils or local boards.
- g) "Council" means the Council of the Township of Cavan Monaghan.
- h) "Ex-officio" members may participate but not vote on such a committee, and not affect quorum. The Mayor is considered an ex-officio member of all Advisory Committees, other than those to which the Mayor has been appointed as a member.

- i) "Local Board" does not include police services boards or public library boards.
- j) "Majority" means more than half.
- k) "Mayor" means the Head of Council as set out in the Municipal Act, 2001.
- l) "Meeting" means any regular, special or other meeting of a council, of a local board or of a committee of either of them where:
 - i. A quorum of members is present, and
 - ii. Members discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of the council, local board or committee.
- m) "Member" means a member of the Council of the Township of Cavan Monaghan or any member of a committee to which this by-law applies.
- n) "Pecuniary Interest" means a direct or indirect pecuniary interest of a member of Council within the meaning of the Municipal Conflict of Interest Act.
- o) "Point of Order" means an issue or concern regarding conformity to this By-law and/or the rule of order of Council, difficulty in continuation of a meeting, improper, offensive or abusive language, notice that discussion is outside the scope of a motion or notice of motion, or irregularities in the proceedings.
- p) "Point of Privilege" means a concern about the honour, dignity, character, rights of professionalism of the Mayor, members of Council or members of staff.
- q) "Quorum" means a majority of the members of Council.
- r) "Recorded Vote" means a written record of the name and vote of each member who votes on a question and of each member present who does not vote.
- s) "Tie Vote" means there is a tie of votes on any motion, this shall be deemed to have been decided in the negative (motion defeated).

2. General

- a)
 - i. The rules of procedure contained in this by-law shall be observed in all proceedings of the Council and Committee(s) and shall be the rules and regulations for the order and dispatch of business in the Council and in the Committees
 - ii. All points of order or procedure for which rules have not been provided in this by-law shall be decided by the Chair in accordance, as far as reasonably practicable, with the rules of Parliamentary Law as contained in Robert's Rules of Order.
- b) In this by-law, words in the singular include the plural and vice versa, and all references to gender are intended as gender neutral, present tense includes the future.
- c) In all matters and under all circumstances the members shall be guided by and shall have regard for the Municipal Conflict of Interest Act, R.S.O. 1990.
- d) The Head of Council, or as the case may be, the designated Chair, if it appears that inclement weather or a like occurrence which may be reasonably expected to prevent such members that would constitute a quorum from attending a meeting, may postpone that meeting by advising the Clerk and as many members as they are able to reach. Postponement shall not be for any longer than the next regularly scheduled meeting of Council.

3. Video Equipment & Recording Devices

- a) The use of cameras, electric lighting equipment, television cameras and any other device mechanical, electronic or of similar nature used for transcribing or recording proceedings by auditory or visual means may be permitted by resolution of Council and upon such conditions as Council deems necessary.
- b) The meetings for the Council of the Township of Cavan Monaghan are livestreamed and recorded.
- c) If the meeting is interrupted and cannot proceed with its live feed, the meeting will be recessed for up to fifteen (15) minutes, or until the live feed is resumed. If the live feed cannot be resumed within fifteen (15) minutes the meeting will be considered adjourned. Council and/or the Committee will meet at the next regularly scheduled meeting date or at the call of the Chair and proper notice shall be given.

Meetings, Quorum and Notice

4. Regular Council Meeting

- a) All Regular Meetings of Council shall be held in the Municipal Building, 988 County Road 10, Millbrook, in the Council Chambers. Meetings are held on Mondays at 1:00 p.m. with an approved annual meeting schedule by Council resolution, save and except that in the months of July which there is no scheduled meeting and August there shall be one Regular Meeting. If Monday is a Statutory or Civic Holiday, the Council shall meet at the same hour on the following day, which is not a Statutory or Civic Holiday. The approved annual meeting schedule will then be placed on the Township website and on the Municipal Office bulletin board.
- b) The Inaugural Meeting of Council shall take place on the first Monday following November 15 in the year of the regular election.
- c) Council Meetings shall be limited to a maximum of six (6) hours.
- d) Unfinished business of a Regular Council Meeting shall be adjourned to the next Regular Council Meeting.
- e) The Clerk, with the approval of the Head of Council, may cancel a meeting of Council when, in their opinion, there is sufficient cause to do so.

5. Special Meeting

- a) The Head of Council may at any time summon a Special Meeting of Council, or upon receipt of a petition of the majority of the members of Council, the Clerk shall call a Special Meeting for the purpose and at the time and place set out in the petition.
- b) The only business to be transacted at a Special Meeting of Council is that which is listed in the notice of meeting or agenda.
- c) All Special Meetings of Council shall be held at the Municipal Office, unless an alternative location is specified in the notice of meeting or agenda.

6. Emergency Meeting

- a) Notwithstanding any other provision of this by-law, an Emergency Meeting of Council may be called by the Chair without written notice to deal with an emergency or extraordinary situation, provided that an attempt has been made by the Clerk to notify the members about the meeting as soon as possible and in the most expedient manner available.

- b) The only business to be dealt with at an Emergency Meeting shall be business dealing directly with the emergency or extraordinary situation.
- c) The lack of receipt of a notice of, or an agenda for, an Emergency Meeting by any member shall not affect the validity of the Emergency Meeting or any action taken thereat.

7. Electronic Participation at Meetings

- a) Notwithstanding the provisions of the Procedural By-law a member of Council may participate electronically in a meeting that is either open or closed to the public and in doing so may be counted in determining whether or not a quorum of members is present at any point in time.
- b) Electronic meetings are those held by means of telecommunication instruments including but not limited to telephones, computers and video conferencing.
- c) Members must provide notice to the Clerk by 4:30 p.m. on the day prior to the meeting to ensure the proper technology is enabled to make electronic participation available.
- d) All votes during a meeting where some or all members are participating electronically shall be recorded votes.
- e) Where the Rules of Procedure conflict with the need to facilitate electronic participation, the Chair shall have the authority to modify the Rules of Procedure to ensure members can effectively electronically participate in the meeting.
- f) The Clerk or designate may provide for the electronic participation of Staff, including electronic participation of the Clerk or designate.
- g) In the event that members of the public are not permitted to attend a Regular Meeting or Special Budget Meeting of Council and electronic participation of the public cannot be facilitated due to the emergency, the public will be requested to provide their comments in writing to the Clerk at least three (3) hours prior to the meeting. Any Special or Emergency Meeting of Council will not allow for public comment submissions.
- h) If the meeting is interrupted and the live feed cannot be resumed within fifteen (15) minutes the meeting will be considered adjourned. The names of the

members present shall be recorded in the minutes of the meeting and any decisions of Council and/or Committee up to the point in time of the interruption, will be recorded and the remainder of the items will be discussed at the next regularly scheduled meeting or at the call of the Chair and proper notice shall be given.

8. Closed Session

- a) As per the Municipal Act, meetings or part of meetings may be closed to the public if the subject matter being considered is related to:
- i. The security of the of the municipality or local board;
 - ii. personal matter about an identifiable individual, including municipal or local board employees;
 - iii. a proposed or pending acquisition or disposition of land by the municipality or local board;
 - iv. labour relations or employee negotiations;
 - v. litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;
 - vi. advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
 - vii. a matter in respect of which a council, board, committee or other body may hold a Closed Meeting under another Act;
 - viii. information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them;
 - ix. a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
 - x. a trade secret or scientific, technical, commercial or financial information that belongs to the municipality to local board and has monetary value or potential monetary value; or
 - xi. a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board. 2001, c. 25, s. 239 (2); 2017, c. 10, Sch. 1, s. 26.
- b) A meeting or part of a meeting shall be closed to the public if the subject matter being considered is:

- i. a request under the Municipal Freedom of information and Protection of

- Privacy Act, if the council, board, commission or other body is the head of an institution for the purposes of that Act; or
 - ii. an ongoing investigation respecting the municipality, a local board or a municipally-controlled corporation by the Ombudsmen appointed under the Ombudsman Act, an Ombudsman referred to in subsection 223.13 (1) of the Municipal Act, or the investigator referred to in subsection 239.2 (1). 2014, c. 13, Sch. 9, 22.
- c) A meeting of a council or local board or a committee of either of them may be closed to the public if the following conditions are both satisfied:
 - i. the meeting is held for the purpose of educating or training the members.
 - ii. at the meeting, no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the council, local board or committee. 2006, c. 32, Sch. A, s.103 (1).
- d) Before holding a meeting or part of a meeting that is to be closed to the public, a municipality or local board or committee of them shall state by resolution,
 - i. the fact of the holding of the Closed Meeting and the general nature of the matter to be considered at the Closed Meeting; or
 - ii. in the case of a meeting under subsection (3.1) (Educational or training sessions), the fact of the holding of the Closed Meeting, the general nature of its subject-matter and that it is to be closed under that subsection. 2001, c. 25, s. 239 (4); 2006, c. 32, Sch. A, s. 103 (2).
- e) All votes of Council shall be open to the public except those votes taken during a meeting or part thereof that is closed to the public for a procedural matter or for giving directions or instructions to officers, employees or agents of the Township or persons retained by or under contract with the Township, or to rise from closed session.
- f) Members shall ensure that confidential matters disclosed and materials provided to them during closed session are kept confidential. Members shall return to the Clerk all printed material and delete all electronic material provided for the purpose of closed session at the conclusion of the member session portion of the meeting. Violation of these confidentiality provisions may result in the member being expelled from future Closed Session Meetings.
- g) If members are not going to be in attendance or are going to be late for a meeting, they shall contact the office of the Clerk or the Chair, in advance of the meeting.

9. Order & Quorum

- a) The Mayor shall be the Chair of all Regular monthly Meetings of Council, Special and Emergency Meetings.
- b) The Mayor shall call the meeting to order at the time appointed for a meeting or as soon as a quorum is present.
- c) In the case where the Mayor is not present with fifteen (15) minutes after the time appointed for a meeting of Council, the Deputy Mayor shall call the members to order.
- d) In the case where no quorum is present fifteen (15) minutes after the time appointed for a meeting, the Clerk shall record the names of the Council members present and the meeting shall stand adjourned until the date of the next meeting of Council called in accordance with the provisions of this by-law.
- e) During an absence of the Mayor and the Deputy Mayor of Council, from the municipality for a prolonged or designated period, the three (3) Ward Councillors, if a quorum is present, are designated to act as the Chair for the Regular Meetings, in alphabetical order on a rotational basis.
- f) During an absence of the appointed Council Representative from an Advisory Committee or Committee of Council, an alternate Council Representative may attend in their place with the same voting rights and powers.
- g) Where the number of members who are unable to participate in a meeting by reason of the provisions of the Municipal Conflict of Interest Act, R.S.O. 1990, is such that, at that meeting the remaining members are insufficient to constitute a quorum then, despite any other general or special act, the remaining number of members shall be deemed to constitute a quorum provided such number is not less than two (2). When the remaining number of members is two, the concurrent votes of both are necessary to carry any resolution, by-law or other measure.

10. Notice of Meetings

- a) The posted agenda shall be considered as adequate notice of Regular and Special Meetings of Council.
- b) Public Notice of Regular Meetings and scheduled Special Budget Meetings shall be affected by posting the meeting agenda on the Township website and on the Municipal Office bulletin board no later than five (5) calendar days immediately preceding the meeting.
- c) The date, time and location of the meeting, together with all matters to be included

in the order of business shall be included in the Public Notice. In the event the meeting date and/or time and/or location is changed, the Public Notice will be affected within a similar time frame for the new meeting date.

- d) The Clerk shall deliver notice of each Special Meeting of Council to each member by personal contact, telephone, facsimile or electronic mail at least forty-eight (48) hours before the time set for such Special Meeting and in the notice shall specify the business to be transacted. An agenda constitutes such notice and shall also be posted on the Township website and on the Municipal Office bulletin board.
- e) The forty-eight (48) hours' notice required by Section 9(d) may be waived in the case of an Emergency Meeting as determined by the Head of Council.
- f) Lack of receipt of the notice shall not affect the validity of holding the meeting nor any action taken at the meeting.

Agenda & Order of Business

11. Agenda

- a) Agendas shall be generally formatted by the Clerk under the following headings but modifications or the order of business may be affected without requiring an amendment to this by-law:

- Call to Order
- Approval of the Agenda
- Disclosure of Pecuniary Interest and the General Nature Thereof
- Closed Session
- Report from Closed Session
- Delegations
- Minutes
- Minutes from Committees and Boards
- Reports
- General Business
- Correspondence for Action
- Correspondence for Information
- By-laws
- Unfinished Business
- Notice of Motion
- Confirming By-law
- Adjournment

- b) All material to be included in the agenda, including Closed Session materials, shall be delivered to the Clerk not later than 12:00 p.m. five (5) business days

prior to the meeting date.

- c) An item of business not listed on the agenda cannot be introduced at a Council Meeting without a unanimous vote of Council members present.

12. Disclosure of Pecuniary Interest

- a) It shall be the responsibility of each member of Council to identify and disclose any pecuniary interest and the general nature thereof as defined in the Municipal Conflict of Interest Act, in any item or matter before the Council or Committee. Members who require legal advice concerning any potential conflicts are required to retain independent legal advice and shall not contact the municipal solicitor for such advice.
- b) Where a Council member, either on his/her own behalf or while acting, by with or through another, has any pecuniary interest, direct or indirect in any matters and is present at a meeting at which the matter is the subject of consideration, the member shall:
 - i. prior to any consideration of the matter at the meeting, disclose the interest and the general nature thereof;
 - ii. not take part in the discussion;
 - iii. not vote on any question in respect of the matter; and
 - iv. not attempt in any way whether before, during or after the meeting to influence the voting on any such question.
- c) Where a meeting is not open to the public the Council member shall forthwith leave the meeting for the part of the meeting during which the matter is under consideration, and also disclose the interest, but not the general nature of that interest at the next meeting that is open to the public.
- d) Where the interest of a Council member has not been disclosed by reason or absence from the particular meeting, the member shall disclose the interest and otherwise comply at the first meeting attended by the member after the particular meeting.
- e) The Clerk shall record the particulars of any disclosure of pecuniary interest made by the Council member and any such record shall appear in the minutes of that particular meeting.
- f) At a meeting which a member discloses an interest, or as soon as possible afterward, the member shall file the Disclosure of Pecuniary Interest Form (Schedule A) with the Clerk of the municipality or the secretary of the committee or local board, as the case may be.

13. Delegations

- a) Any delegation that wishes to address Council for the purpose of making a verbal presentation to Council, will complete and sign a "Delegation Request" form and submit it to the Clerk along with any presentation not later than 12:00 p.m. five (5) business days prior to the Council Meeting. If in the opinion of the Clerk or Chief Administrative Officer, the statement provided does not contain a sufficiently clear statement of the issues or matters to be dealt with at Council, the request for delegation time will be returned for clarification and re-presentation.
- b) Any delegation that has previously appeared before Council regarding the same matter will not be permitted to address Council within six (6) months of the initial visit, unless in the opinion of the Clerk there is new information that is pertinent to the matter.
- c) The Clerk, in consultation with the Chief Administrative Officer, may refuse a delegation when there has been at least one (1) public meeting held at which the public has been provided the opportunity to make a formal presentation to Council on that particular subject within the previous six (6) months.
- d) The Clerk in consultation with the Chief Administrative Officer may refuse to hear delegations or presentations, or to receive communications when, in their opinion, the subject of the material is beyond the jurisdiction of the Council, is providing unsolicited promotion of products and services or where it contains obscene or defamatory content.
- e) Delegations shall be listed on the agenda in the order set by the Clerk and the length of agenda shall be considered when approving the number of delegations at each meeting.
- f) Delegation shall be limited to fifteen (15) minutes to address Council. Delegates will be advised of the ten (10) minutes time limit for the presentation, the time limit of five (5) minutes for questions and the restriction of two (2) presenters in advance of the delegation. This time may be extended at the discretion of Council and with a motion of unanimous support.
- g) Members of the public attending a Council Meeting shall respect the decorum of Council, shall not display signs or placards and refrain from speaking disrespectfully, using offensive language, public outbursts, shouting or behaviour which disrupts the debate, discussion and/or general proceedings of the Council.

Conduct of Meeting Proceedings and Those in Attendance

14. Conduct of Council Meeting Proceedings

- a) It shall be the duty of the Chair to:
 - i. open the meeting of Council by taking the Chair and calling the members to order;
 - ii. announce the business before the Council in the order in which it is to be acted upon;
 - iii. receive and submit, in the proper manner, all motions presented by Council members;
 - iv. put to vote all questions which are moved and seconded, and to announce the result;
 - v. decline to put to vote motions which infringe the rules of procedure;
 - vi. restrain the members, within the rules of order, when engaged in debate;
 - vii. enforce on all occasions the observance of order and decorum among the Council members and those in the gallery;
 - viii. authenticate, by his/her signature all by-laws and minutes of Council;
 - ix. inform the Council, when necessary, on a point of order usage;
 - x. represent and support the Council, declaring its will, and implicitly obeying its decisions in all things;
 - xi. ensure that the decisions of Council are in conformity with the laws and by-laws governing the activities of the Council; and
 - xii. adjourn the meeting when the business is concluded.

15. Conduct of Council Members

- a) No member shall:
 - i. speak disrespectfully of any other person;
 - ii. use offensive words or unparliamentary language in or against the Council or against any member in a discriminatory manner;
 - iii. speak on any subject other than the subject in debate;
 - iv. criticize any decision of Council except for the purpose of moving that a question be reconsidered;
 - v. disobey the rules of Council or a decision of the Chair or Council on questions of order or privilege or upon the interpretation of the rules of Council;
 - vi. violate the confidentiality of any matter considered in Closed Session.
- b) Every elected or appointed official or delegation shall address his/her remarks to the Chair. When two or more persons wish to speak, the Chair shall designate the person who has the floor.
- c) When a person is speaking, no other person shall interrupt that person except a member raising a point of order or privilege.

- d) Council members shall refrain from behaviour that could constitute an act of disorder or misbehaviour:
 - i. is an abuse of power or otherwise amounts to discrimination, intimidation, harassment, verbal abuse, or the adverse treatment of others.
 - ii. prejudices the provision of a service or services to the community.
- e) Council members shall acknowledge that only Council as a whole has the capacity to direct staff members to carry out specific tasks or functions and Council members shall not publicly criticize individual members of staff in a way that casts doubt on their professional competence and credibility.
- f) A member who is called to order shall immediately cease to speak. Any member who persists and ignores the Chair's call to order or the conduct that gave rise to the Chair's call to order may be ordered to leave the meeting by the Chair.
- g) A member must apologize first but the continued presence of the member remains at the decision at the discretion of the Chair.

16. Conduct of Members of the Public

- a) Members of the public who constitute the audience in the Council Chambers during a Council Meeting are expected to maintain order and quiet and shall not:
 - i. address the Council consensus of the Council members;
 - ii. interrupt any speech or action of the Council members or any other person addressing the Council; or
 - iii. display or have in their possession, during a Council Meeting, picket signs or placards in any location where a Council Meeting is being held.
- b) Any member who persists and ignores the Chair's call to order or the conduct that gave rise to the Chair's call to order may be ordered to leave the meeting by the Chair.

17. Petitions & Communications

- a) Every communication, including a petition intended to be presented to the Council, shall be legibly written or printed and shall not contain any obscene or improper language and shall be signed by at least one person and filed with the Clerk. In addition, such communication must include the name and address of at least one of the authors. No anonymous correspondence will be accepted or provided to Council.

- b) Communication received by the Clerk and addressed to Council will be provided to the Council members and originals will be kept in the Clerk's Department.

18. Unfinished Business

- a) The items listed in the order of the topics set out in the agenda of prior meetings which have not been dealt with by Council shall be noted and repeated on each subsequent agenda under Unfinished Business until disposed of by Council, or unless removed from the agenda by resolution of Council.

19. Reading of By-laws

- a) Every by-law shall be introduced upon motion by a member of the Council and any number of by-laws may be introduced together in one motion, but Council shall, at the request of a member, deal separately with any by-law. Every by-law shall have three (3) readings prior to it being passed. A member of Council may introduce all three readings of a by-law within the same motion, duly moved and seconded. If Council so determines, a by-law may be taken as read.
- b) Every by-law which has been passed by the Council shall be numbered and dated and shall be sealed with the seal of the Corporation and signed by the Mayor and the Clerk and shall be deposited by the Clerk in the Municipal Office for safekeeping.
- c) The Head of Council, or in the Head's absence, the Deputy Mayor and the Clerk are hereby authorized to sign all agreements and other municipal documents that have been approved by Council.
- d) At the conclusion of every Regular, Special and Emergency Council Meeting prior to adjournment, a confirming by-law shall be brought forward to confirm the actions of the Council at the meeting in respect of each motion, resolution and other action taken. A confirming by-law when introduced, shall be taken as having been given three readings and shall be voted on without debate.

20. Rules of Debate

- a) Every member prior to speaking to any question or motion shall formally address the Chair.
- b) The Chair shall designate the member who has the floor when two or more members request to speak.
- c) No member shall be deemed to have precedence or seniority over any other member.

- d) A member shall not speak more than twice to any motion unless otherwise permitted by the Chair, except the member who has made the motion shall be allowed to reply for a maximum of five (5) minutes.
- e) Every motion or amendment stated by the Chair shall be deemed to be in the possession of the Council and can only be withdrawn before a decision, and with the consent of the mover.
- f) When the Chair calls a member to order, that member shall cease speaking until the Point of Order is dealt with and that member shall not speak again to the matter under discussion without the permission of the Chair unless to appeal the ruling of the Chair.
- g) Every Council member present at a meeting of the Council when a motion is stated shall vote on the motion unless disqualified by statute.

21. Recorded Vote

- a) When a member present requests a recorded vote, all members present at the meeting must vote, unless otherwise disqualified by statute. A request for a recorded vote can be made before or immediately after the taking of a vote on any motion.
- b) Each member name shall be called out by the Clerk in a random order and shall be recorded in the minutes.
- c) All votes during a meeting where some or all members are participating electronically shall be recorded votes.

22. Motions

- a) All motions shall be seconded before being debated or put from the Chair. When a motion is seconded, and at the request of a Council member, it may be read by the Clerk before being voted upon.
- b) If the Chair is of the opinion that a motion is contrary to the rules and privileges of the Council, he/she shall apprise the members thereof immediately before putting the question, and shall cite the rule or authority applicable to the case without argument or comment.
- c) The following matter and motions may be introduced orally without notice and be decided without debate:
 - i. A point of order

- ii. A point of privilege
 - iii. A motion to adjourn
 - iv. A motion to defer
 - v. A motion to refer
 - vi. A motion to suspend the rules of procedure
 - vii. A motion to recess
- d) When a motion is under debate, no motion shall be received other than a motion to; amend, defer, or refer.
- e) Motion to amend – Only one amendment at a time can be presented to the main motion and when an amendment has been decided, another may be introduced. The amendment shall be voted on, and once carried, the main motion as amended, shall be put to a vote.
- f) Motion to defer (table) – A “motion to defer” a matter to a certain date shall be open to debate to determine as to the date to which the matter is deferred.
- g) Motion to refer – A “motion to refer” a matter under consideration shall be open to debate and shall include the terms on which the matter is being referred, the reason for the referral and the time at which it is to be returned.
- h) Motion to put the question – A “motion to put the question” (close debate):
- i. Shall not be amended;
 - ii. Shall not be debated;
 - iii. Shall apply to the motion or amendment under debate at the time when the motion to put the question is made.
- i) Motion to withdraw – After a motion is read or stated by the Chair, it shall be deemed to be in the possession of Council. Once in the possession of Council, a request, from the mover, to withdraw a motion shall be in order and, on hearing no objections, the motion shall be considered withdrawn without the necessity of consent from the seconder of the motion. If a member objects to the motion being withdrawn, the motion shall be voted on accordingly.
- j) Motion to reconsider – A motion requesting to bring back, for further consideration, an identical motion which has already been voted on by Council.
- A motion to reconsider:
- i. Is not in order when another has the floor;
 - ii. Must be seconded;
 - iii. Debate must be confined to reasons for or against reconsideration;
 - iv. Is not amendable;
 - v. Cannot be reconsidered.

A motion may be reconsidered provided that a member who voted with the majority on the original motion moves for reconsideration of the original motion.

When a motion for reconsideration is made at the same meeting at which the question to be reconsidered was dealt with, the motion for reconsideration shall be resolved at that meeting and shall require the support of a majority of the members present.

When a motion for reconsideration is made at a meeting subsequent to that at which the question to be reconsidered was dealt with, the motion for reconsideration shall be initiated by a notice of motion and shall follow that procedure as outlined in this by-law.

A motion to reconsider suspends action on the motion to which it applies until it has been decided.

No motion shall be reconsidered six (6) months after the original motion and shall not be reconsidered more than once.

23. Notice of Motion

- a) A member who wishes to introduce a new motion at a meeting regarding a matter that would not otherwise be considered by the Council at such meeting, shall provide the motion in writing to the Clerk at the conclusion of the meeting.
- b) A notice of motion shall be read aloud and not be considered or debated until the next Regular Meeting of which the mover of the motion is in attendance.
- c) A notice of motion that is called for by the Chair at two (2) successive meetings and not proceeded with shall be dropped from the agenda.

24. Point of Order

- a) The Chair shall preserve order and decide questions of order.
- b) When a member raises a point of order, he/she shall state the Point of Order to the Chair who shall then decide upon the Point of Order and advise the members of the decision.
- c) Unless a member immediately appeals the Chair's decision to the Council, the decision of the Chair shall be final.
- d) If a member appeals to the Council on a Point of Order, Council shall hear the

reasons for the appeal from the appellant. The decision will be made by a majority vote of Council and shall be decided without debate and shall be final.

25. Suspension of Rules

- a) Any procedure required by this by-law may be suspended with unanimous consent of the members of Council present, save and except that any statutory requirement with respect to proceedings.

26. By-law No. 2021-60 is hereby repealed in its entirety.

27. That this by-law shall be known as the Procedural By-law for the Council of the Township of Cavan Monaghan.

Read a first, second and third time and passed this 6th day of February, 2023.

Matthew Graham
Mayor

Cindy Page
Clerk

Availability and Format of Documents

All documents required by the Accessibility Standards for Customer Service, including the Municipality's Accessible Customer Service policies, procedures and practices, notices of temporary disruptions, training records, and written feedback process are available upon request, subject to MFIPPA.

Notice of Availability of Documents

Notice of the availability of all documents required by the Accessibility Standards for Customer Service will be posted on the Municipality's website, and available through the Municipal Clerk's Office.

Feedback

The Township of Cavan Monaghan welcomes any comments on the provision of goods or services to people with disabilities.

Please send comments to:

In Person or by Mail:

Township of Cavan Monaghan
988 County Road 10
Millbrook, Ontario
L0A 1G0

Telephone: (705) 932-2929

Toll Free: 1-877-906-5556

Fax: (705) 932-3458

Email:

services@cavanmonaghan.net

Website:

www.cavanmonaghan.net



Understanding Accessible Customer Service

Compliance

The Township of Cavan Monaghan is committed to providing accessible goods and services in compliance with the new Accessibility Standards for Customer Service (Ontario Regulation 429/07) and has produced this brochure for information.

Legislative Background

The **Ontarians with Disabilities Act, 2001 (ODA)** was passed in December 2001 to improve opportunities for people with disabilities, and provide for their involvement in the identification, removal and prevention of barriers. The **ODA** reinforces rights that are protected in the **Ontario Human Rights Code**.

The **ODA** requires obligated sectors to develop annual accessibility plans. These accessibility plans must identify steps to be taken over time to remove identified barriers and prevent any new ones. The newer **Accessibility for Ontarians with Disabilities Act, 2005 (AODA)**, requires the development of accessibility standards, which both public and private sectors will have to meet.

Definition of Barrier

Means anything that prevents a person with a disability from fully participating in all aspects of society because of his or her disability, including a physical barrier, an architectural barrier, an information or communications barrier, an attitudinal barrier, a technological barrier, a policy or a practice, (“obstacle”).

Definition of Disability

Means any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical co-ordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device.

The Right to be Accommodated

To avoid discrimination against people with disabilities, the **Ontario Human Rights Code** introduces the right to be accommodated, if accommodation does not create undue hardship. This right has been in place since 1989.

Did You Know?

Accommodation must be provided in a manner that most respects the dignity of the person.

What is Accessible Customer Service?

Accessible Customer Service is when goods and services are provided in a manner that respects the dignity and independence of persons with disabilities. The person with a disability is given an opportunity equal to that given to others to obtain, use and benefit from the goods and services.

General Guidelines:

- Train staff, volunteers, contractors and any other people who are involved in providing services or developing policies and procedures.
- Do not assume that just because a disability is not visible, it does not exist. Treat people with disabilities as you would any other person, with dignity, respect and patience.
- Permit persons who require personal assistive devices to access your goods and services in a manner that accommodates their needs.
- Do not insult a person with a disability by talking to them through a companion or support person. Communicate in a manner that takes into account his/her disability.
- Allow people with disabilities to be accompanied by their guide dog or service animal in those premises you own or operate that are open to the public.
- If admission fees apply, consider not charging a support person and make this information available to the public.
- Provide advance notice if there will be a disruption of services that may affect anyone with a disability.
- Establish a process for people to provide feedback on how you provide goods and services to people with disabilities.



Respect in the Workplace Policy (Violence and Harassment)

Purpose:

The Township of Cavan Monaghan is committed to providing and maintaining a working environment that is based on respect for dignity and is free from harassment in the workplace on the grounds of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed (religion), sex, sexual orientation, age, record of offences, marital status, family status, and mental or physical handicap.

Scope:

This policy applies to all employees, contractors, consultants and elected officials. It applies in any location in which you are engaged in work-related activities. This includes, but is not limited to:

- The workplace.
- During work-related travel.
- At restaurants, hotels or meeting facilities that are being used for business purposes.
- In company owned or leased facilities.
- During telephone, e-mail or other communications.
- At any work-related social event, whether or not it is company sponsored.

This policy also applies to situations in which you are harassed or subjected to violence in the workplace from individuals who are not employees of the organization, such as customers and suppliers, although the available remedies may be constrained by the situation.

Definitions:

1. Policy

Harassment is a form of discrimination under the *Ontario Human Rights Code*. It is defined in subsection 10(1) of the Code as “engaging in a course of vexatious comment or conduct that is known or ought reasonably to be known to be unwelcome”. This definition includes any behavior, which is known or ought reasonably to be known to be offensive, embarrassing or humiliating and may include written, verbal and/or physical conduct. The source of such conduct may be a director, manager, supervisor, elected official, fellow employee, customer or other member of the public. Harassment and discrimination are violations of the Code and will not be tolerated.

Workplace harassment under the *Occupational Health and Safety Act* will be treated in the same manner as harassment based on Human Rights Code-protected grounds.

Any employee who legitimately feels that he/she has been harassed contrary to this policy has the right to utilize the Harassment Complaint Resolution Procedure outlined below in order to have the situation addressed.

Employees may also file a complaint with the Human Rights Tribunal of Ontario at any time within one (1) year from the date of the last act of alleged discrimination and/or file a grievance with their Union in accordance with procedures outlined in the Collective Agreement.

The Harassment Complaint Resolution Procedure has been developed to assure employees that harassment in the workplace will not be tolerated, that an employee who comes forward with a complaint of harassment will not be subjected to retaliation and that an employee who is alleged to have engaged in harassment will be dealt with fairly. Those also protected from reprisal include witnesses, representatives of complainants and witnesses, investigators and management.

2. Sexual Harassment

Sexual harassment includes conduct or comments of a sexual nature that the recipient does not welcome or that offend him or her. It also includes negative or inappropriate conduct or comments that are not necessarily sexual in nature, but which are directed at an individual because of his or her gender.

Both men and women can be victims of harassment, and someone of the same or opposite sex can harass someone else.

Some examples of sexual harassment are:

- (a) Any deliberate and unsolicited suggestion or physical conduct with a sexual connotation that creates an uncomfortable working environment for the recipient and is made by a person who knows or ought reasonably to know that such action is unwelcome.
- (b) A sexual advance or solicitation made by a person where the person making the advance or solicitation knows or ought reasonably to know that it is unwelcome.
- (c) A reprisal or threat for the rejection of a sexual solicitation or advance where the reprisal is made or threatened by a person in a position to confer, grant or deny a benefit or advancement to the person.
- (d) Unwelcome remarks, jokes, innuendoes or taunting about a person's body, attire, sex, personal or social life.
- (e) Practical jokes of a sexual nature which give rise to awkwardness or embarrassment.
- (f) Displays of pornographic or other offensive material of a sexual nature.
- (g) Unnecessary physical contact such as touching, patting or pinching which are known or ought reasonably to be known to be unwelcome.
- (h) Expressions of gender bias, which may include remarks which are discriminatory, degrading or derogatory.
- (i) Sexual assault.

3. Discriminatory/Racial Harassment

Discriminatory harassment includes comments or conduct based on the protected grounds in the *Ontario Human Rights Code*, which the recipient does not welcome or that offends him or her.

Some examples of discriminatory harassment include:

- (a) Demeaning comments, unwelcome remarks, jokes, innuendoes or taunting about a person or group of persons based on race, ancestry, place of origin, colour, ethnic origin, citizenship or creed.
- (b) A display of racist pictures or materials or a display which is derogatory or offensive to a person's race.
- (c) Denial of normal co-operation with an employee because of the employee's race or ethnic background.

- (d) Insulting gestures or practical jokes based on race or ethnic grounds which cause awkwardness or embarrassment.
- (e) Demeaning remarks about a racial group that creates an uncomfortable and/or “poisoned work environment”.

4. Poisoned Work Environment

Harassing comments or conduct can poison someone’s working environment, making it a hostile or uncomfortable place to work, even if the person is not being directly targeted. This is commonly referred to as a poisoned working environment and it is also a form of harassment.

Some examples of actions that can create a poisoned work environment include:

- (a) Displaying offensive or sexual materials such as posters, pictures, calendars websites or screen savers.
- (b) Distributing offensive e-mail messages or attachments such as pictures or video files.
- (c) Practical jokes that embarrass or insult someone.
- (d) Jokes or insults which are offensive, racist or discriminatory in nature.
- (e) Demeaning racial remarks, jokes or innuendoes about an employee, client or customer, told to other employees, clients or customers may deny the right of those persons who are the subject of the comments, to be viewed as equals.
- (f) Racial remarks, jokes or innuendoes made about other racial groups in the presence of an employee or client may create an apprehension on the part of the members of other racial minority groups that they are targeted when they are not present.
- (g) The display of racist, derogatory or offensive pictures, graffiti or materials is humiliating and also impairs the right of those persons who are members of the targeted racial group from being viewed as equals.
- (h) Racial remarks, jokes or innuendoes do not only poison the environment for racial minority groups. They affect everyone’s environment and are disruptive.

5. Workplace Harassment and Bullying

Workplace harassment is a health and safety issue that is covered under the *Occupational Health and Safety Act*.

The *Occupational Health and Safety Act* defines workplace harassment as:

Engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome.

Workplace harassment may have some or all of the following components:

- It is generally repetitive, although a single serious incident may constitute workplace harassment if it undermines the recipient's psychological or physical integrity and has a lasting harmful effect.
- It is hostile, abusive or inappropriate.
- It affects the person's dignity or psychological integrity.
- It results in a poisoned work environment.

In addition, behaviour that intimidates, isolates or discriminates against the recipient may also be included.

Examples of workplace harassment/bullying are:

- (a) Verbally abusive behaviour such as yelling, insults, ridicule and name calling including remarks, jokes or innuendoes that demean, ridicule, intimidate or offend.
- (b) Workplace pranks, vandalism, bullying and hazing.
- (c) Gossiping or spreading malicious rumours.
- (d) Excluding or ignoring someone, including persistent exclusion of a particular person from workplace-related social gatherings.
- (e) Undermining someone else's efforts by setting impossible goals, with short deadlines and deliberately withholding information that would enable a person to do their job.
- (f) Providing only demeaning or trivial tasks in place of normal job duties.
- (g) Humiliating someone.
- (h) Sabotaging someone else's work.
- (i) Displaying or circulating offensive pictures or materials.
- (j) Offensive or intimidating phone calls or e-mails.

- (k) Impeding an individual's efforts at promotions or transfers for reasons that are not legitimate; and
- (l) Making false allegations about someone in memos or other work related documents.

What Isn't Harassment

Workplace harassment should not be confused with legitimate, reasonable management actions that are part of the normal work function, including:

- (a) Measures to correct performance deficiencies, such as placing someone on a performance improvement plan.
- (b) Imposing discipline for workplace infractions; or
- (c) Requesting medical documents in support of an absence from work.

It also does not include normal workplace conflict that may occur between individuals or differences of opinion between co-workers.

The Test of Harassment

It does not matter whether you intended to offend someone. The test of harassment is whether you knew or should have known that the comments or conduct were unwelcome to the other person. For example, someone may make it clear through their conduct or body language that the behaviour is unwelcome, in which case you must immediately stop that behaviour.

Although it is commonly the case, the harasser does not necessarily have to have power or authority over the victim. Harassment can occur from co-worker to co-worker, supervisor to employee and employee to supervisor.

6. Workplace and Domestic Violence

Workplace and domestic violence that may occur in the workplace are health and safety issues, which are covered under the *Occupational Health and Safety Act*.

Workplace Violence

Workplace violence is defined under the *Occupational Health and Safety Act* as:

- The exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker.
- An attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker.

- A statement or behaviour that is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.

It is defined broadly enough to include acts that may be considered criminal. Workplace violence includes, but is not limited to:

- (a) Physically threatening behaviour such as shaking a fist at someone, finger pointing, destroying property, throwing objects.
- (b) Verbal or written threats to physically attack a worker.
- (c) Leaving threatening notes or sending threatening e-mails.
- (d) Wielding a weapon at work.
- (e) Stalking someone; and
- (f) Physically aggressive behaviours including hitting, shoving, standing excessively close to someone in an aggressive manner, pushing, kicking, throwing an object at someone, physically restraining someone or any other form of physical or sexual assault.

Violence that occurs outside the normal workplace but which has an impact on the working environment, including working relationships, may also be considered violence in the workplace.

Domestic Violence

Domestic violence is defined as violence that would likely expose you, or other workers, to physical injury that may occur in the workplace. The Township of Cavan Monaghan will take every precaution reasonable to protect you and your co-workers in this circumstance. This may include some or all of the following:

- (a) Creating a safety plan.
- (b) Contacting the police.
- (c) Establishing enhanced security measures such as a panic button, code words, and door and access security measures.
- (d) Screening calls and blocking certain e-mail addresses.
- (e) Setting up priority parking or providing escorts to your vehicles or to public transportation.

- (f) Adjusting your working hours and location so that they are not predictable; and
- (g) Facilitating your access to counseling through the Employee Assistance Program or other community programs.

We appreciate sensitivity of these issues and will do our best to assist you as discreetly as possible while maintaining your privacy.

Preventing Harassment and Violence

It is the responsibility of directors, managers, supervisors, elected officials, fellow employees, customers or other members of the public to ensure that we create and maintain a harassment and violence-free workplace and address violence and/or the threat(s) of violence from all possible sources.

Township of Cavan Monaghan Commitment

The Township of Cavan Monaghan will do its part by not tolerating or condoning discrimination, harassment or violence in the workplace. This includes making everyone in our organization aware of what behaviour is and is not appropriate, assessing the risk of workplace violence, investigating complaints and imposing suitable corrective measures.

Harassment Complaint Resolution Procedure

Prior to accessing the Complaint Resolution Procedure an employee who feels that he/she is experiencing unwelcome and unwanted behaviour which falls within the definition of harassment should attempt to address the issue directly with the individual involved by politely advising the individual that his/her conduct is unwelcome and unwanted.

In the event that after advising the individual that his/her conduct is unwelcome and deemed to be that of harassment, or if the circumstances are such that the employee feels unable to address the issue directly with the individual, then the employee may proceed directly to the Harassment Complaint Resolution Procedure.

1. The employee (the complainant) shall bring his/her concern immediately to the attention of his/her immediate manager/Director in an attempt to resolve the complaint without the necessity for a written complaint.
2. If the situation persists, or if the complainant feels unable to approach his/her immediate manager/Director, the complainant may bring his/her concern immediately to the attention of the Chief Administrative Officer who shall act as the Advisor.

In doing so, the complainant will be required to set down in writing, the nature of the harassment and the details of the harassment including, where possible, places, dates and times. The complainant may be asked for the identities of any witnesses.

3. Should the alleged complaint involve an employee(s) under the direct supervision of the Advisor, or the Advisor is not perceived as being objective, the concerns can be turned over directly to the Township solicitor.
4. Those involved in the Complaint Resolution Procedure shall be given the opportunity to exercise their right for representation. Representation may include union stewards or a colleague.
5. The Advisor will meet with the person who is alleged to have been the source of the harassment (the respondent) at the earliest opportunity following receipt of the complaint.
6. The respondent shall be advised of the nature of the complaint and shall be given an opportunity to provide his/her details of the alleged complaint. This process may involve one or more meetings in order to allow the respondent a fair opportunity to reply to the complainant's allegations. The respondent may be requested to put his/her response in writing and may be asked for the identities of any witnesses.
7. Following the initial meeting with the respondent, the Advisor will determine whether an informal resolution of the complaint is possible, such as a meeting with the complainant and respondent, an apology or some other informal resolution.
8. If the complaint is resolved informally, the Advisor will retain in a separate file, a copy of the written complaint, together with a memo outlining the manner in which the complaint was resolved. No reference to the complaint will be made in the personnel file of either the complainant or the respondent, unless the terms of the informal resolution provide otherwise.
9. If an informal resolution is not possible, the Advisor will investigate the complaint. Both the complainant and respondent will be counselled on the internal processes of the Complaint Resolution Procedure, and will be requested to provide the names of witnesses who may assist in the investigation. The Advisor may interview these witnesses and may interview any other individual who may have information that might assist with the investigation.
10. The investigation will be completed within ninety days from the date it begins.
11. Upon conclusion of the investigation, the Advisor will meet individually with both the complainant and the respondent to share the results of the investigation and to provide each of them with a further opportunity for input before a final decision is reached.

12. If the Advisor determines that harassment has occurred he/she will decide what action is appropriate in the circumstances. This action may include discipline, up to and including dismissal. The complainant will be kept informed as to the outcome of the resolution, however specific details of any such discipline may not be disclosed for reasons of confidentiality of personal information.
13. If the Advisor determines that no harassment has occurred, he/she will advise the complainant and the respondent. A record of the complaint and the results of the investigation will be kept in a separate file, and no reference to complaint will be made in the respondent's personnel file.
14. If the Advisor determines that the complaint has been made frivolously, vexatiously and/or in bad faith, disciplinary action may be taken against the complainant.

Confidentiality will be maintained throughout the Complaint Procedure. In the event that legal proceedings arise, as a result of the application of this policy, disclosure will be made as required by law.



Energy Conservation and Demand Management Plan

June 2014

Purpose

Ontario Regulation 397/11, Energy Conservation and Demand Management Plans, requires all broader public sector (BPS) organizations, including hospitals, municipalities, universities, colleges, school boards and municipal service boards responsible for water and sewage treatment and pumping operations to report on their annual energy use and greenhouse gas (GHG) emissions in designated buildings/facilities by July 1 beginning in 2013; and develop and implement a 5-year Energy Conservation and Demand Management Plan (CDM) by July 1, 2014.

The Conservation and Demand Management Plan should contain policies that the Township will implement to add energy efficiency to the forefront of decision making processes with regard to capital projects, infrastructure, budget, employee training and daily operations.

Figure 1 - Energy Management Plan Framework



Section 1 - Introduction & Background

Successful energy management depends on the integration of energy efficient practices into the “business as usual” conduct of the organization, is based on a regular assessment of energy performance, and requires the implementation of procedures and measures to reduce energy waste and increase efficiency. Regardless of the size of the municipality, the common element of successful energy management is the allocation of staff and resources to continually improve energy performance.

Section 2 - Our Commitment

Effective energy management begins with the specific, visible expression of commitment by the senior authorities in the Municipality to making the reduction of energy consumption an organizational priority. At a minimum, this commitment includes a resolution by Municipal Council articulating the staff mandate to plan and implement measures for energy efficiency improvement.

Declaration of Commitment:

The Township of Cavan Monaghan is committed to undertaking economic measures to increase energy efficiency as a means of limiting the production of greenhouse gas emissions.

Vision:

We are continually reducing our total energy consumption and associated carbon footprint through wise and efficient use of energy and resources, while still maintaining an efficient and effective level of service for our clients and the general public.

Energy management leader and team:

Energy Leader:

Kyle Phillips, Chief Building Official and Gerry Barker, Manager of Facilities have been designated as our energy leaders with overall responsibility for corporate energy management.

Energy team:

We have appointed the following employees/positions to act as departmental energy efficiency team members:

Yvette Hurley, CAO

Kimberley Pope, Director of Finance/Treasurer

Bridgette Ayotte, Economic Development Co-ordinator

Bill Balfour, Fire Chief

Karen Ellis, Director of Planning

Wayne Hancock, Director of Public Works

Section 3 - Our Understanding (Current State):

The Energy Management Plan requires a thorough understanding of the current corporate energy situation, including policies, programs, practices, and processes. Key areas of examination include energy data management, energy supply, energy demand, and energy use management. The strategic energy management plan includes these information outputs.

Stakeholder Needs:

Internal stakeholders (Council, Committees of Council, CAO, Staff) need:

- a) an up-to-date and relevant energy management plan with clear vision, goals, and targets in order to clearly communicate the corporate commitment to energy efficiency;
- b) timely, regular reports and information to maintain awareness of energy use; and,
- c) training and support to develop the skills and knowledge required to implement energy management practices and measures.

External stakeholders (residents, community organizations, businesses, Province) need:

- a) the municipality to be accountable for energy performance and to minimize the energy component of the costs of municipal services; and,
- b) the municipality to reduce the carbon footprint associated with its corporate energy use

Current Municipal Energy Situation:

Energy Consumption and Demand:

The current energy usage by building is detailed in the attached spreadsheet - (Appendix A) 2012 energy consumption, cost and GHG emissions).

How Energy Is Currently Managed:

The management of our energy is a combination of energy data management, energy supply management, and energy use management.

Energy Data Management: Our municipal energy data is managed through the LAS Energy Planning Tool. The data is received via supplier invoicing then tracked and/or monitored using the LAS Energy Planning Tool.

Energy Supply Management: Our municipal energy is supplied via a number of providers as outlined below:

- **Electricity** is supplied by HydroOne on an as needed basis and is priced at the standard rates offered by the provider.
- **Natural Gas** is supplied by Enbridge on an as needed basis and is priced at the standard rates offered by the provider.
- **Propane** is supplied by Casey's on an as-needed basis and is priced at the standard rate offered by the provider.
- **Vehicle fuel** is supplied by Suncor Energy Products Partnership for diesel and Upper Canada Fuels for gasoline on an as needed basis and is priced at the standard rate offered by the retailer at the time. The fuel is purchased on an as needed basis by the operator of the vehicle.

Energy Use Management: Day to day management of energy has been primarily the responsibility of facility managers. The tool that will be available to the facility managers to aid in their efforts to reduce energy use will be LAS' Energy Planning Tool (EPT).

Section 4 - Our Plan:

Based upon a clear understanding of the current energy practices, the plan can now be developed. It begins with goals which support the vision, followed by objectives which support the goals. Targets can be incorporated into the goals and/or the objectives. Areas of focus and associated strategies and/or polices can also be added.

Goals

- To improve the energy efficiency of our facilities by utilizing best practices to reduce our operating costs, energy consumption and greenhouse gas emissions.
- To maximize fiscal resources through direct and indirect energy savings.
- To reduce the environmental impact of Township operations.
- To improve the reliability of Township equipment and reduce maintenance.

Objectives

- Improve the Township's understanding of energy consumption
- Report energy performance changes and improvements
- Complete energy audits on all municipal facilities during the next five years
- To improve the efficiency of energy use through low-cost opportunities by implementing the following:
 - Employee training, and staff awareness.
 - Monitoring and tracking system.
 - Energy Demand Management program.
- A reduction in the energy intensity (energy per square foot/metre) of municipally owned buildings and operations of 5% by 2016 compared to fiscal 2011.

Focus Areas & Policies

The following section represents potential areas of focus and their associated strategies/policies.

Strategic:

- **Long-term strategic issues:** We will develop and implement energy policies, organize for energy management, develop the required skills and knowledge, manage energy information, communicate with our stakeholders, and invest in energy management measures.
- **Links with other municipal plans and management processes:** As an integral component of the management structure, the energy management plan is to be coordinated with the municipality's budget planning, strategic plan, purchasing policy, preventative maintenance plans, environmental management plan, asset management plan, and the policy development process
- **Departmental responsibilities:** We will incorporate energy budget accountability into departmental responsibilities.

Energy Management Leader and Team

Resources:

- **Energy leader:** Kyle Phillips, Chief Building Official and Gerry Barker, Manager of Facilities have been designated as our energy leaders with overall responsibility for corporate energy management
- **Energy team:** We will identify staff members and personnel from our critical service providers who carry significant responsibility for energy performance or who can make essential input to energy management processes.
- **Staffing requirements and duties:** We will incorporate energy efficiency into standard operating procedures and the knowledge requirement for operational jobs.

Staff training and communication:

- **Communication programs:** We will develop a communication strategy that creates and sustains awareness of energy efficiency as a corporate priority among all employees and conveys our commitment and progress to our stakeholders.

- **Energy Awareness Training:** We will develop and deliver training focused on the energy implications of employees' job functions and the day-to-day opportunities for conserving energy found in the workplace and at home.
- **Energy Skills Training:** We will develop and deliver skills training for operators, maintainers and other employees that have "hands-on" involvement with energy consuming systems in order to improve the team's ability to achieve energy efficiency improvements.

Development of Energy Projects

- **Internal assessments:** We will develop a methodology for the internal assessment of energy performance of municipal facilities and their energy loads. In addition, a process will be developed for identifying and cataloguing energy efficiency improvements.
- **Staff suggestions:** We will implement a dynamic process for submitting and processing staff suggestions for energy efficiency improvements.
- **Energy audits:** We will establish the criteria for energy audits for the requirement and frequency of municipal facility energy audits. The energy audits will be carried out based on the developed policy.

Investment in Energy Projects

- **Investment criteria:** We will develop and/or clarify as necessary the financial indicators that are applied to investment analysis and prioritization of proposed energy projects, taking due consideration of the priority given to energy efficiency projects versus other investment needs (life cycle versus simple payback).
- **Consideration of energy efficiency for all projects:** Life cycle cost analysis will be incorporated into the design procedures for all energy projects.
- **Budgetary resources for energy projects:** Energy projects will be integrated into our capital planning and budget development procedures.
- **Capital:** Savings and incentives from previous energy efficiency projects will be incorporated into our annual capital planning procedures as a separate envelope.
- **Other sources of funds for energy projects:** The Energy Team will be mandated to investigate, document, and communicate funding sources for energy projects, including government and utility grants and incentives.

Procurement

- Consideration of energy efficiency of acquired equipment: Our purchasing procedures will be modified as required to incorporate energy efficiency into the criteria for selection and evaluation of materials and equipment.
- Standards for new buildings: We will develop criteria for the design and/or acquisition of new buildings that include energy performance factors and that use as appropriate the principles embedded in performance standards such as LEED and the Model National Energy Code for Buildings.
- The Township will establish criteria in the Procurement Policy based on energy goals and objectives for the selection of external consultants and energy suppliers.
- The Township will further develop and clarify the necessary financial indicators that are applied to investment analysis of energy projects. This will help prioritize proposed energy projects and ensure that life cycle cost analysis are incorporated in the design procedures for all energy projects.
- The Township will continue to investigate participating in energy purchasing cooperatives where there are opportunities. These programs exist at both a local level and Provincial level. These opportunities need be examined with not only a focus on cost, but also include quality and reliability in the equation.

Section 5 - Our Execution:

All work completed on the plan to date culminates in the development of actions for execution. Generally, an action can be classified as a program, process, or project. In addition, all actions should be linked back to a particular objective developed earlier in the plan in order to ensure that they support the objectives, which in turn supports the goals, which in turn move the municipality towards its vision.

Type	Objective	Action	Cost / Savings Estimate	Owner	Target Date
Program	Awareness	Add energy awareness to Department Head meetings	Awareness	CAO	2014
Program	Training	Develop training protocol		CAO and Staff	2014
Program	Awareness	Help staff and the public understand the value in energy conservation through the use of the Township website		Website Administrator and all Departments	2014
Process	Awareness	Energy reports to be distributed to directors on an annual basis		Energy Leader	2014
Process	Procurement	Modify Township Procurement Policy		Director of Finance	2014
Project	Energy Efficiency	Enhance Building Envelope—such as caulking, weather-stripping, and insulation in all buildings in terms of energy use.	Cost: \$6,000 Savings: \$4,000/yr	Parks and Facilities Manager	2014
Project	Ground Mounted Solar Units	8 Installations of Solar Tracking Units various Township properties	8 Solar Tracking Units Installation in 2013 Cost: \$461,260 Revenues: \$64,000/yr	Director of Public Works	2014
Project	LED Street Lighting	Replacement of entire street light inventory from high pressure sodium to LED	Cost: \$43,771 Savings \$32,508/yr	Director of Public Works	2014-2015

Project	Small Business Lighting	Retrofit of existing lighting in 4 of the facilities.	Cost: \$2,876 Savings \$2,096/yr	Chief Building Official	2013-2014
Project	Window Upgrades	Window replacement at the Old Millbrook School	Cost: \$55,000 Savings: unknown	Manager of Facilities	2011
Project	Door replacement	Replacement of double doors at the Community Centre to a higher U-Value	Cost: \$3,450 Savings: unknown	Manager of Facilities	2014

Section 6 - Our Evaluation:

The results of our energy management plan will be evaluated by monitoring our progress towards our targeted performance, and by reporting the findings to our various stakeholders. In addition, our evaluation will include a review and update of the energy plan as necessary. The evaluation process is ongoing and provides the critical feedback that leads to continuous improvement.

Monitoring Progress

Ongoing monitoring of consumption: An energy monitoring and targeting (M&T) system will be implemented and maintained as an integral component of our management information system.

Review & Reporting

Reporting for the GEA: Reporting requirements for the Green Energy Act and other pertinent provincial legislation will be factored into our reporting procedures.

We will review and evaluate our energy plan, revising and updating it as necessary, on an annual basis within our corporate planning/budget process.

References

County of Peterborough (November 2012). Energy Management Plan.



Greater Peterborough Area Climate Change Action Plan

DRAFT September 30, 2016



Acknowledgements

Climate Change Action Plan Steering Committee

Brigid Ayotte	Township of Cavan-Monaghan
David Clifford	Township of Douro-Dummer
Tom Cowie	Hiawatha First Nation
Ken Doherty	City of Peterborough/Sustainable Peterborough
Sheridan Graham	Peterborough County/Sustainable Peterborough
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Corporate Stakeholder Committee

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Nicole Bulgin	Township of Ontonabee-South Monaghan
David Clifford	Township of Douro-Dummer
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Task Forces

To help shape the community action plan, eight task forces were convened focusing on the following topics:

- Agriculture and local food
- Economy and employment
- Energy
- Land use planning
- Natural assets and water
- People and health
- Transportation
- Waste

The task forces were comprised of 100 people representing 70 different organizations in the Greater Peterborough Area. They met four times over the course of the Plan’s development, providing critical input to the steering committee and consulting team. A special thanks goes out to our task force members for their important contributions.

Consulting Team

Lura Consulting	ICLEI Canada	GreenUP
Liz Nield Jeff Garkowski James Knott Susan Hall Amanda Crompton Reuben DeBoer	Ewa Jackson Michael Dean Brian Park	Peter Hughes Cathy Mitchell Brianna Salmon

Funding Sources

Peterborough Economic Development (PED) was the project host, on behalf of Sustainable Peterborough, securing funding from the Federation of Canadian Municipalities Green Municipal Fund and from the Ontario Trillium Foundation. The City of Peterborough, being the lead municipality, contributed the required 10% contribution for this project.

Executive Summary

The climate is changing – both globally and locally – due to the greenhouse gases (GHG) in the atmosphere. Even as we work to reduce the GHGs emitted, current GHGs will still persist in the environment and continue to influence climate change and our quality of life. GHGs are naturally found in the environment, but human-caused GHGs are contributing increasingly large quantities as well. The greatest human-caused contributor is carbon dioxide (CO₂) created from the burning of fossil fuels such as coal, oil, and natural gas.

The Greater Peterborough Area (GPA) encompasses the City of Peterborough, Peterborough County and its eight member townships (Asphodel-Norwood, Cavan Monaghan, Douro-Dummer, Havelock-Belmont-Methuen, North Kawartha, Otonabee South-Monaghan, Selwyn, and Trent Lakes), as well as Curve Lake First Nation and Hiawatha First Nation. Municipalities and First Nations in the GPA have demonstrated leadership in the field of sustainability, and in 2012 each adopted the Sustainable Peterborough Plan. This plan identified a priority action with the Climate Change theme for each community to become active members of the Partners for Climate Protection (PCP) program and establish a baseline and climate action plan to reduce greenhouse gas emissions.

In 2014, these communities came together to develop a Climate Change Action Plan (CCAP), which is designed to reduce local contributions to climate change and prepare the community for present and future changes. They joined more than 250 other communities across Canada to address climate change through participation in the PCP program aimed at reducing GHG emissions from both municipal/First Nation corporate operations and community sources. The PCP program is a network of Canadian municipal governments that have committed to reducing GHGs and acting on climate change. The program uses a five-milestone framework to move municipalities towards a low-carbon future. The program has two distinct focuses:

- 1) Corporate sources of GHG emissions (municipal and First Nations operations); and
- 2) Community sources of GHG emissions.

The CCAP was developed in a cooperative and participatory manner to ensure that the goals, actions and targets included within fit the needs and requirements of all 12 community partners. A key component of the development of the CCAP has been strong engagement of all stakeholders, groups, and residents within the GPA. Accordingly, this plan is a collaborative effort across the entire GPA, and has many shared elements. A specific chapter is dedicated to each community of the GPA that outlines their individual action plan and emissions reduction targets with an overarching goal to:

- Reduce our greenhouse gas emissions;
- Lower our energy consumption; and
- Reduce the use of fossil fuels;
- Adapt to our changing climate

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Part 1: Introduction & Overview

What is the Climate Change Action Plan?

The Greater Peterborough Area (GPA) encompasses the City of Peterborough, Peterborough County and its eight member townships (Asphodel-Norwood, Cavan Monaghan, Douro-Dummer, Havelock-Belmont-Methuen, North Kawartha, Otonabee South-Monaghan, Selwyn, and Trent Lakes), as well as Curve Lake First Nation and Hiawatha First Nation. Municipalities and First Nations in the GPA have demonstrated leadership in the field of sustainability, and in 2012 each adopted the Sustainable Peterborough Plan. This plan identified a priority action with the Climate Change theme for each community to become active members of the Partners for Climate Protection (PCP) program and establish a baseline and climate action plan to reduce greenhouse gas emissions. This priority action is what spurred developed of this Climate Change Action Plan, as well as evolving provincial, national, and global direction being more aggressive at addressing climate change.

In 2014, these communities came together to develop a Climate Change Action Plan, which is designed to reduce local contributions to climate change and prepare the community for present and future changes. This plan is a collaborative effort across the entire GPA, and has many shared elements. A specific chapter is dedicated to each community of the GPA that outlines their individual action plan and emissions reduction targets with an overarching goal to:

- Reduce our greenhouse gas emissions;
- Lower our energy consumption; and
- Reduce the use of fossil fuels;
- Adapt to our changing climate



What is the Partners for Climate Protection Program?

Development of the Climate Change Action Plan is framed around the Partners for Climate Protection program. The PCP program is a network of Canadian municipal governments that have committed to reducing GHGs and acting on climate change. In 2014, the GPA's member communities joined more than 250 other communities across Canada to address climate change through participation in the PCP program aimed at reducing GHG emissions from both municipal/First Nation operations ("corporate" emissions) and the community at large ("community" emissions).

The program uses a five-milestone framework to move municipalities towards a low-carbon future:

Milestone 1 – Creating a greenhouse gas emissions inventory and forecast;

Milestone 2 – Setting an emissions reductions target;

Milestone 3 – Developing a local action plan;

Milestone 4 – Implementing the local action plan; and

Milestone 5 – Monitoring progress and reporting results.

Development of the Climate Change Action Plan for the GPA satisfied Milestones 1 to 3 and initiates Milestone 4 of the program. The GPA's member communities are committed to continuing with implementation of their individual action plans (Milestone 4) and ongoing monitoring and report (Milestone 5).

What does climate change mean to the Greater Peterborough Area?

Within this area, many people have noticed the impacts of climate change locally. Weather records show that average temperatures around the world and in the GPA are increasing. Ontario's Ministry of the Environment and Climate Change (MOECC) reports that the average annual temperature in Ontario has increased by 1.4°C over the last 60 years, and models suggest that by 2050 the average annual temperature in Ontario could increase by another 2.5°C to 3.7°C. Along with this, comes the increase likelihood of extreme weather events such as prolonged heatwaves, wind storms, and flooding. The Greater Peterborough Area has been no exception in experiencing these weather events. More of these events are projected over the coming years, which could have major implications for our natural and built systems, human health, and our local economy.

Through the development and adoption of this Climate Change Action Plan, community leaders in the Great Peterborough Area have already shown great commitment to increasing community sustainability across all ten municipalities, Curve Lake First Nation, and Hiawatha First Nation.

What is causing climate change?

The climate is changing – both globally and locally – due to the greenhouse gases (GHG) in the atmosphere. Even as we work to reduce the GHGs emitted, current GHGs will still persist in the environment and continue to influence climate change and our quality of life. GHGs are naturally found in the environment and can fluctuate in nature through events like volcanic eruptions and forest fires. Human-caused sources of GHGs are contributing large quantities into the environment. The greatest

human-caused contributor is carbon dioxide (CO₂) created from the burning of fossil fuels such as coal, oil, and natural gas.

GHG emissions are a by-product of the actions we take in our day-to-day lives. The vast majority of these emissions are energy-related, including:

- Electricity used to power appliances, equipment and lighting;
- Natural gas used for heating; and
- Gasoline and diesel used in automobiles.

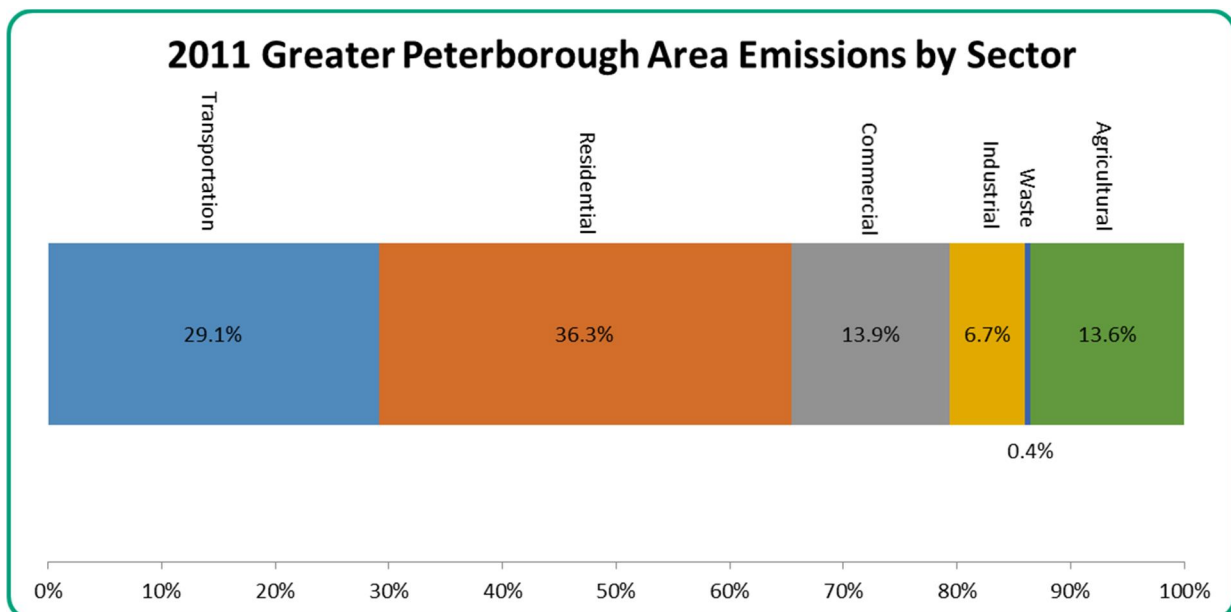
However, GHG emissions are also linked to:

- Waste management practices (e.g. solid waste sent to landfills);
- Land-use decisions (e.g. dispersed development); and
- Agricultural activities (e.g. livestock and manure management).

Milestone 1 – What is our climate footprint?

Milestone 1 of the project was the completion of a baseline inventory of GHG emissions. This was undertaken to understand the region’s climate footprint. The baseline inventory used 2011 data because 2011 was the most recent year that complete data was available, and it was the first year municipalities were required to report municipal energy consumption in accordance with the Green Energy Act 397/11.

In 2011, total GHG emissions in the Greater Peterborough Area, including the City of Peterborough, all Townships, and the two First Nations, was **690,140 tonnes of CO₂ equivalent (tCO₂e)**. Just over 3% of emissions (**22,619 tCO₂e**) can be attributed to the municipal operations of the City, County, and townships; the remainder are generated by the residents, business, and institutions in the GPA. A breakdown of these community emission are provided below. The majority of the region’s emissions come from the residential sector (36.3%) and transportation (29.1%). Commercial and Industrial sources combined contribute over 20% of emissions, and the Agricultural sector contributes 13.6%).



How Much is 690,140 Tonnes of CO₂e/Year Anyway?

The amount of GHG emissions produced by the Greater Peterborough area in 2011 is about the same as:



The amount of GHG emissions produced by **145,781 cars** on the road each year




The average amount of **energy** used by **72,876 homes** in 1 year



The same amount of CO₂e that **18 million trees** can capture and store in 1 year

If we assumed that each person was contributing about the same amount of GHG emissions that would be:

5.1 tonnes of eCO₂e/person each year 

Which is equivalent to driving almost **20,000km** by an average vehicle 

It would take **132 trees** to offset that amount!



Milestones 2 & 3 – What can we do about climate change?

The window for avoiding serious climate change impacts—heat waves, droughts, floods and storms, rising sea levels and widespread loss of plant and animal species—is shrinking. We are close to the 2°C threshold that many scientists and organizations have identified as the “safe” upper limit for global warming. In order to stay below this limit, global GHG emissions must peak and decline within the next 10 years. For developed countries like Canada, the recommendation from scientists is to reduce GHG emissions by 25-40% below 1990 levels by 2020. The national GHG reduction target for Canada is to cut emissions by 30% over 2005 levels by 2030. Provincially, the target is to reduce emissions by 37% below 1990 levels by 2030.

The types of activities that contribute to GHG emissions are influenced, to a large extent, by decisions made locally; by the businesses, schools, and industries in our community and by the people that live and work here. The majority of GHG emissions in the Greater Peterborough Area come from community sources, such as our homes, our places of work and schools, and from how we travel in and around our community. Other important sources of community emissions include the types of food we eat and where it comes from.

Municipalities, First Nations and other public agencies, such as schools and hospitals, as well as residents, business owners/operators, all have an important role in making decisions – some small and some big – that influence the community’s impact on climate change. In order to take action on climate change, each of the communities in the GPA have established emission reduction targets for both their corporate/internal operations sources of GHG emission and for their community sources of GHG emissions. These targets are to reduce emissions by the year 2031 from the 2011 baseline.

Each GPA community has a “corporate” and “community” action plan that outlines how they will achieve their targets. To provide context, the plans include the following components. Further detail on the community plans are provided in Part 2 and corporate plans in Part 3. Additional details for both corporate and community plans of each GPA community are provided in community chapters (one per community).

Corporate Sector: Municipal and First Nations Internal Operations – Includes climate change considerations from the perspective of the internal operations of each municipality and First Nation in the Greater Peterborough Area. This includes GHG emissions from heating and electricity used to operate buildings, facilities, and other assets that are owned by each local government and waste generated as part of operating those facilities. It also includes GHG emissions from the operation of vehicles and equipment as well as any corporate related travel.

Community Sector – Includes climate change considerations from the perspective of the Greater Peterborough Area community. This includes how the communities are designed and how people interact and influence their surroundings. Community GHGs are typically emitted from home and business heating and electricity, transportation, and generation of waste. Climate change from a community perspective can be influenced by individuals, businesses and institutions, and various levels of government.

The following diagram shows that two focus areas of the plan and the topics that are included in each.



Corporate emissions are a subset of the overall community emissions, and highlight the contributions of local government operations to climate change. Though corporate emissions make up a relatively small amount of the overall community emissions (about 3%), taking action at the corporate level provides an opportunity for municipalities and First Nations in the GPA to demonstrate leadership in climate change action.

How does the Climate Change Action Plan relate to other initiatives?

This CCAP relates directly to a number of ongoing initiatives aimed at addressing climate change.

Sustainable Peterborough Plan

In 2010, the GPA embarked on an exciting journey – the development of an Integrated Community Sustainability Plan, coined *Sustainable Peterborough*. The vision of Sustainable Peterborough is as follows:

Caring communities balancing prosperity,
well-being and nature.

The Sustainable Peterborough Plan was, and is, a collaborative endeavor by all members of the GPA to define its 25-year vision and plan for sustainability. Throughout the development of the Plan, over 2000 members of the community were engaged and one of the key themes that emerged was climate change. The goal that was defined is as follows: “We will reduce our contributions to climate change while increasing our ability to adapt to climate change conditions.” The priority action under the Climate Change Theme is to become active members of the PCP program and establish a baseline and climate action plan to reduce greenhouse gas emissions. This project acknowledges that managing climate change is a priority in the GPA and extends above and beyond the priority action identified by your community.

The true understanding of the importance of collaboration, leadership, dedication, and change is captured in the Foreword of the Sustainable Peterborough Plan: “As with any ‘Plan’, we recognize that this is a snapshot in time of local awareness and engagement on this complicated issue. We understand that increasing global temperatures and its negative link to fossil fuel consumption challenge us to make sustainable energy choices and to increase our conservation efforts. We know that this Sustainability Plan must change and grow with our own education and commitment.” This project is not only about developing a Plan that is carefully designed to fit the needs and requirements of each local government (municipalities and First Nations) – but also a Plan that continues to build on the successful engagement and collaboration that became Sustainable Peterborough.

Provincial Climate Change Action Plan

In June 2016, the Province released its five year Ontario Climate Change Action Plan to fight climate change, reduce GHG emissions, and transition to a low-carbon economy. The plan identifies a series of actions across a number of different themes and is a significant step forward in addressing climate change across the province. The actions within our CCAP align to the direction set by the province,

building upon it in our local context. Our CCAP puts the GPA ahead of the curve when it comes to expected changes coming from the province in future years.

Growth Plan for the Greater Golden Horseshoe

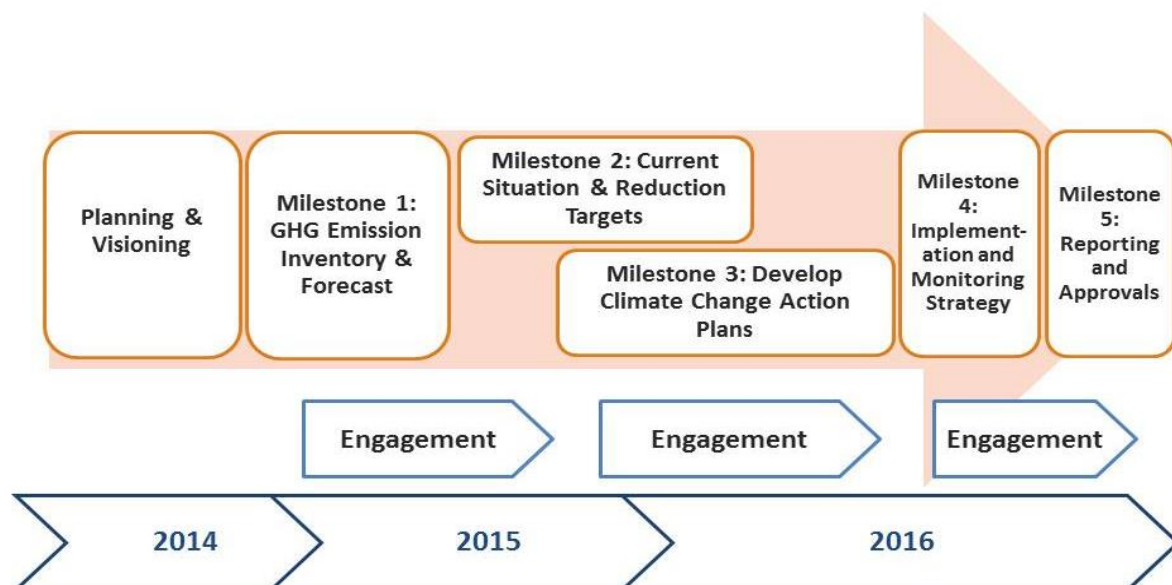
The Province of Ontario is currently undertaking a coordinated review of several key pieces of planning policy, including the Growth Plan for the Greater Golden Horseshoe. The municipalities of the GPA fall within the jurisdiction of this plan. Proposed new policies for this plan include the following:

- Upper- and single-tier municipalities will develop policies in their official plans to identify actions that will reduce greenhouse gas emissions and address climate change adaptation goals, aligned with the Ontario Climate Change Strategy, 2015 and Action Plan.
- In planning to reduce greenhouse gas emissions and address the impacts of climate change, municipalities are encouraged to:
 - develop strategies to reduce greenhouse gas emissions and to improve resilience to climate change through land use planning, planning for *infrastructure*, including transit and energy, and the conservation objectives in policy 4.2.9.1;
 - develop greenhouse gas inventories for transportation, buildings, waste management and municipal operations; and
 - establish municipal interim and long-term greenhouse gas emission reduction targets that support provincial targets and reflect consideration of the goal of net-zero communities, and monitor and report on progress made towards the achievement of these targets

By adopting this CCAP, municipalities in the GPA are well-positioned to begin implementing some of the proposed required elements of provincial planning policies.

How was the Climate Change Action Plan developed?

The development of the Climate Change Action Plan was a two year process, beginning in September 2014. The development of the plan followed a multi-phase process as demonstrated in the diagram below.



Planning and Visioning. Prior to embarking on the five phases of the project, the overall plan and vision for the project were plotted and agreed upon. This included the desired approach for undertaking the remaining phases and project objectives such as achieving broad community engagement.

Milestone 1: Greenhouse Gas Emission Inventory and Forecast. This involved collecting data on community and municipal/First Nation energy use. This data was used to calculate an estimation of GHG emissions for 2011. This ‘snapshot’ is referred to as the baseline year, for which all business-as-usual forecasts and emissions reductions targets are referenced against. Forecasts project future emissions based on assumptions about population, economic growth, and fuel sources. Community and corporate inventories were undertaken for each participating community.

Milestone 2: Current Situation and Reduction Targets. Following the emissions inventory and forecast, reduction targets were discussed and established. This phase of the project ran concurrently with Milestone 3, where community members, community groups and organizations, and business representatives joined in a conversation about how the GPA wants to address climate change. These conversations ultimately resulted in the reduction targets set forth in the community and corporate action plans.

Milestone 3: Develop Climate Change Action Plans. Corporate and community stakeholders were invited to join in an ongoing conversation about climate change mitigation and adaptation. This ultimately resulted in a series of strategies and actions tailored to addressing climate change across the GPA’s member communities and within each municipality’s and First Nation’s internal operations. The actions set forth in each are directly tied to the emissions reduction targets.

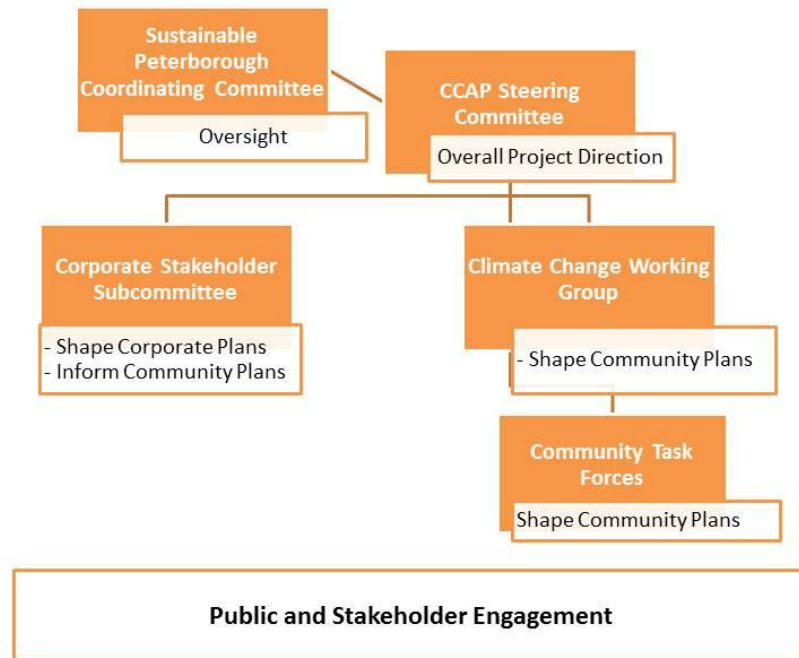
Milestones 1 to 3 have been tailored to each community in the GPA, providing specific GHG baseline inventories, reduction targets, and actions plans for both internal operations and for the broader community. Details for each community partner are provided in the community-specific chapters of this plan.

Milestone 4: Implementation and Monitoring Strategy. This phase involved a conversation about making the CCAP a reality. As part of implementation and monitoring recommendations, key municipal and First Nations partners, along with community groups and organizations, discussed ongoing oversight for the CCAP, partner engagement, ongoing engagement and communications, and monitoring and measurement. Full details of implementation can be found later in this Plan.

Milestone 5: Reporting and Approvals. This phase of the project involved presenting the CCAP to local municipal and First Nations Councils for approval and endorsement. This also includes all submissions to the Partners for Climate Protection program and reporting to the project funders.

Who was involved with developing the Climate Change Action Plan?

The CCAP was developed in a collaborative manner to ensure that the goals, actions and targets included in the Plan fit the needs and requirements of all 12 community partners (10 municipalities and two First Nations). A key component of the development of both the Community and Corporate Climate Change Action Plans has been strong engagement of all stakeholders, groups, and residents within the GPA.



Sustainable Peterborough Coordinating Committee. Provides oversight to the wider set of initiatives that fall under the Sustainable Peterborough umbrella, including the CCAP.

Climate Change Action Plan Steering Committee. Provided overall strategic direction to the consulting team and oversaw and managed the development of the CCAP. The CCAP Steering Committee was made up of representatives from the City, the County, two Townships, Hiawatha First Nation, the Greater Peterborough Economic Development Corporation, the community, and Sustainable Peterborough.

Climate Change Working Group. This pre-existing working group within the overarching Sustainable Peterborough implementation framework worked on community specific aspects of the plan with an objective of advancing climate change actions and education on the community impacts of climate change. This group involved a mix of internal and external interested parties and experts with technical and high level policy expertise in areas related to sustainability, energy and GHG emissions reduction, and climate change policy that provided advice to the consulting team on community climate change issues and engaging the community in the climate change conversation

Community Task Forces. As an extension of the Climate Change Working Group, eight Task Forces were formed to provide broader community stakeholder representation. Each Task Force represented a specific theme related to climate change:

- Agriculture and local food
- Economy and employment
- Energy
- Land use planning
- Natural assets and water
- People and health
- Transportation
- Waste

The task forces were comprised of 100 people representing 70 different organizations in the Greater Peterborough Area. They met Task Force membership was comprised of approximately 100 people representing 70 key organizations and businesses within the GPA. The role of each Task Force was to help shape the plan through more in-depth discussion on each of the perspectives over the course of developing the Plan, providing theme-specific knowledge and expertise.

Corporate Stakeholder Subcommittee. Provided input and direction on internal corporate/municipal operations and policy considerations for the 12 local government partners, as well as the local utilities. This group included representatives from each of the 12 local government partners.

Public Engagement. Engaged through the “Our Change” campaign both online and in-person. Online conversations, public events, meetings and our pop-up climate booth gave community members the opportunity to learn about climate change and the local impacts, share ideas on what they thought could be done, and help shape the plan. Activities included:

- Engaging nearly 800 GPA residents in a conversation about climate change at local community events;
- Hosting online surveys and engagement platforms such as MindMixer;
- Building capacity with a class of 40 Trent University students to conduct and lead their own engagement efforts with approximately 150 local residents and community group representatives;
- Promoting the CCAP project through Facebook, Twitter, and the Sustainable Peterborough website; and
- Advertising campaigns in GPA newspapers and other local publications.

Stakeholder Engagement. Included a broad range of community groups, organizations, agencies, and business that represent a variety of broader interests in the community. Community stakeholders were engaged through ongoing meetings and conversations to help shape the plan, ensuring a broad range of interests are represented. Activities included:

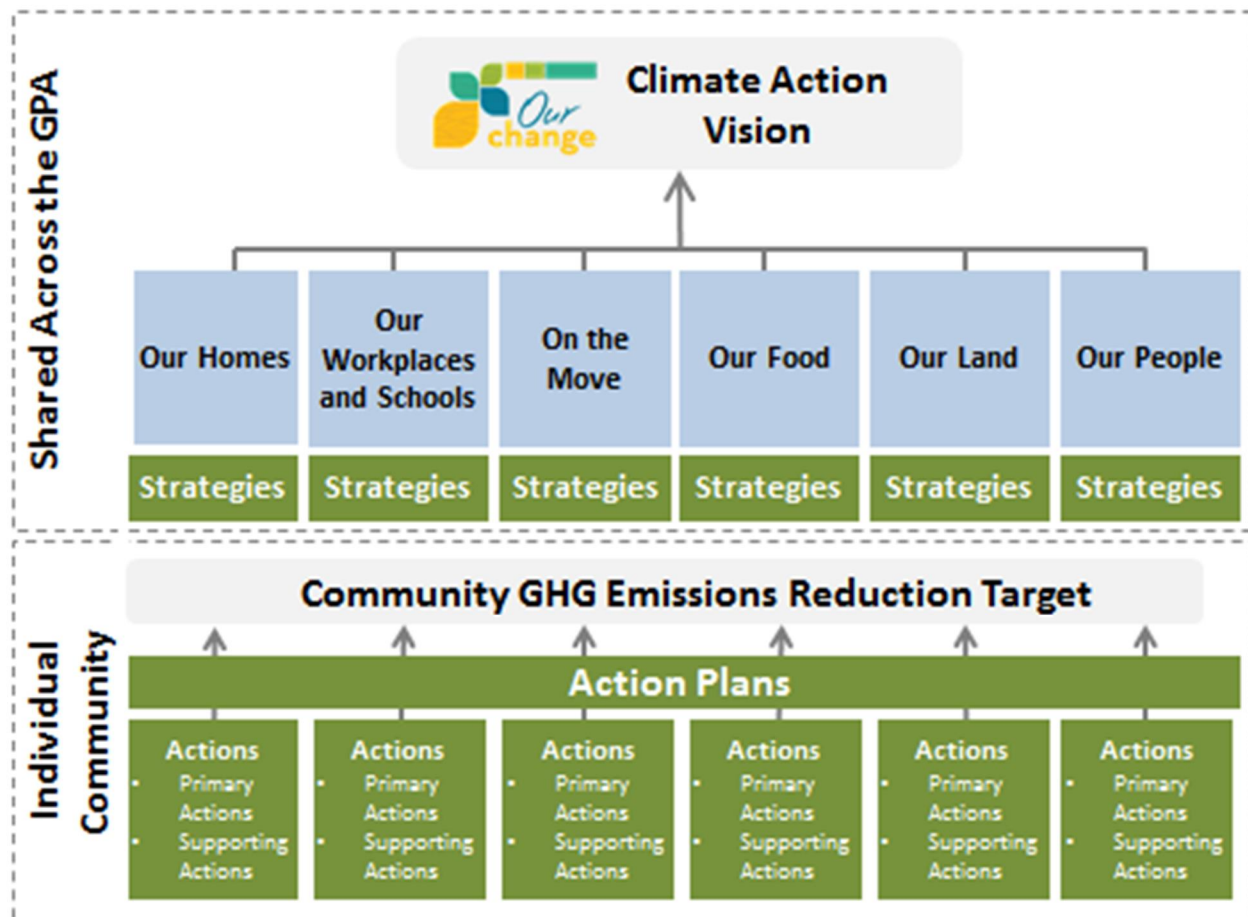
- Hosting approximately 50 meetings with local community groups and organizations;
- Hosting workshops with City and County businesses; and
- Inviting key local community groups, organizations, institutions, government agencies, and businesses to participate on the Task Forces.

Part 2: Community Sector Plans

Overview of Community Plans and Their Structure

The community CCAPs arose from collaboration with many individuals and organizations. As noted previously, the community action plans were heavily shaped by the hard work of the Task Forces, building on the broader community input. These Task Forces were initially formed around the existing themes areas of the Sustainable Peterborough Plan. The eight Task Forces were intentionally formed to address climate change from both the mitigation side (reduction of GHG emissions) and the adaptation side (preparing for and adapting to impacts of climate change). Task Forces worked from their eight theme areas to help develop the CCAP; however, those themes evolved into the six areas depicted below to better relate to the broader GPA community.

The following diagram presents the structure of the community climate change action plans. Shared across all municipalities and First Nations is a common vision for addressing climate change, six areas, and a total of 22 strategies for achieving the vision. Each community also has their own action plan specific to their own community. Each of these action plans outlines a target to reduce their community GHG emissions, and sets forth the actions to get there. Each of the components of the community plans are further defined below.



Vision	The vision is what we are ultimately hoping will be achieved through this CCAP. It is drawn from the climate change goal in the Sustainable Peterborough Plan, with the CCAP as the primary implementation tool for this goal. The vision is common and shared among all communities within the GPA.
Targets	The targets set forth the emissions reductions each community is planning to achieve by 2031. They are unique to each community.
Themes	Themes help organize the community plans but clustering action into understandable and relatable headings. The community CCAPs are structured by six areas each of which emerged from the input received from community members.
Strategies	Within each area is a number of strategies, helping to further shape the structure of the plan. Like the vision, these are common and shared among all communities within the GPA for the community action plans.
Primary Action	Many of the strategies are associated with a primary action, which provides further detail for how the GPA can achieve the strategy. Each community has a unique action plan that supports how it will achieve its emissions reduction target.
Supporting Actions	Are actions, initiatives, or policies that are recommended to be undertaken or developed to further support the successful achievement of each strategy.

Vision

The community vision for the Climate Change Action Plan is based on the Climate Change goal of the Sustainable Peterborough Plan.

We will reduce our contributions to climate change while increasing our ability to adapt to climate change conditions.

Emissions Reductions Targets

Emission targets for each community aim to align as closely as possible with the Canadian and Ontario reduction targets, taking the local characteristics of each community into account. The information box

on the following page provides context to emission reduction targets by showing a spectrum of reduction targets and generally what would need to be done to achieve them.

Where Do We Stand with Our GHG Reduction Targets?

The Climate Change Action Plan aims to align reduction targets with national and provincial governments within the local context of the Greater Peterborough Area. The following provides three different scenarios of GHG reduction targets and outlines general what would need to occur to achieve them.

Take No Action	Take Some Action	Show Leadership
<p>Approximately 6 – 8 % reduction in emissions</p> <p>Considerations</p> <ul style="list-style-type: none"> • Takes into account coal phase-out in Ontario (approx. 6.5% reduction) • Focus on provincially driven initiatives <ul style="list-style-type: none"> ○ Electric Vehicle uptake and increased fuel efficiency ○ High efficiency new buildings (net-zero by 2030) ○ Renewable content in natural gas • Some emissions reductions from livestock through changing practices (10%) 	<p>Approximately 15 – 20% reduction in emissions</p> <p>Considerations</p> <ul style="list-style-type: none"> • All of considerations included under “Take No Action” • Conservative rate of retrofitting buildings (2 – 5%) • Some fuel switching away from carbon intensive heating fuels • Low-medium uptake of distributed solar generation (5-8%) 	<p>Approximately 30 – 40% reduction in emissions</p> <p>Considerations</p> <ul style="list-style-type: none"> • Broadly aligned with provincial targets (37% reduction) • All of considerations included under “Take Some Action” • Increased emphasis on retrofitting existing buildings (40-60% of buildings receive deep retrofits) • More fuel switching away from carbon intensive heating fuels • Increased uptake of distributed solar generation (15%) • Organic diversion and waste reductions

The table below contains the baseline emissions and reduction targets for each community in the GPA. These figures are for community emissions only.

Community	Baseline Annual Community Emissions (2011)	Community Emissions Reduction Target by 2031	Expected Annual Emissions by 2031
City of Peterborough	349,743 tonnes of CO ₂ e per year	39% below 2011 emissions (136,768 tonnes of CO ₂ e less per year)	212,975 tonnes of CO ₂ e per year
Peterborough County*	335,051 tonnes of CO ₂ e per year	32% below 2011 emissions (107,140 tonnes of CO ₂ e less per year)	227,911 tonnes of CO ₂ e per year
Asphodel-Norwood	32,421 tonnes of CO ₂ e per year	25% below 2011 emissions (8,169 tonnes of CO ₂ e less per year)	24,252 tonnes of CO ₂ e per year
Cavan Monaghan	54,531 tonnes of CO ₂ e per year	31% below 2011 emissions (17,017 tonnes of CO ₂ e less per year)	37,514 tonnes of CO ₂ e per year
Douro-Dummer	48,046 tonnes of CO ₂ e per year	29% below 2011 emissions (13,746 tonnes of CO ₂ e less per year)	34,300 tonnes of CO ₂ e per year
Havelock-Belmont-Methuen	37,476 tonnes of CO ₂ e per year	31% below 2011 emissions (11,646 tonnes of CO ₂ e less per year)	25,830 tonnes of CO ₂ e per year
North Kawartha	12,128 tonnes of CO ₂ e per year	38% below 2011 emissions (4,625 tonnes of CO ₂ e less per year)	7,503 tonnes of CO ₂ e per year
Otonabee South-Monaghan	49,055 tonnes of CO ₂ e per year	25% below 2011 emissions (12,210 tonnes of CO ₂ e less per year)	36,845 tonnes of CO ₂ e per year
Selwyn	77,134 tonnes of CO ₂ e per year	39% below 2011 emissions (30,178 tonnes of CO ₂ e less per year)	46,956 tonnes of CO ₂ e per year
Trent Lakes	24,260 tonnes of CO ₂ e per year	39% below 2011 emissions (9,574 tonnes of CO ₂ e less per year)	14,686 tonnes of CO ₂ e per year
Curve Lake First Nation	4,032 tonnes of CO ₂ e per year	TBD	TBD
Hiawatha First Nation	1,316 tonnes of CO ₂ e per year	TBD	TBD

* The community emissions for Peterborough County are the sum of the community emissions for its eight member townships.

Themes

As noted above, the community action plans are framed around six areas that have evolved from the eight Task Forces. The following shows the six areas and which Task Force contributed to which theme.



Strategies

The vision, themes and targets above are supported by the municipalities and First Nations of the GPA, who all have a role to play in implementing this Plan. The following section outlines the details of the Plan's 22 overarching strategies, while the specific details applicable to each of the twelve communities that make up the GPA are provided in a dedicated plan for each of the twelve communities. These are included in the community-specific chapters and outline the following for both the community and the corporate operations of each GPA municipality and First Nation:

- *Where are we now* – a brief discussion of each community's baseline GHG emissions.
- *Where do we want to go* – specific GHG emissions reductions targets for each community.
- *How are we going to get there* – detailed descriptions for how each strategy will be implemented and what the expected impacts will be.

Our Homes

Where are we now?

In homes, energy is used for heating, cooling, lighting, hot water, appliances and devices (such as televisions and computers). The amount of energy used in a home depends on the cost of fuel, the local climate, and the home's characteristics, including its age, type and size as well as how it is constructed. Across the GPA, residential buildings account for 36% of total GHG emissions in the region and provide a significant opportunity to reduce the overall energy consumption and GHG emissions.

How are we planning to act?

Our Homes	
	<ul style="list-style-type: none"> • Build new homes to be more efficient and have a smaller environmental footprint • Help existing homes become more energy and water efficient and be more adaptable to climate risks • Reduce the amount of waste generated by residents that contribute to greenhouse gas emissions

Strategy H1: Help existing homes become more energy and water efficient and be more adaptable to climate risks	
Primary Action	Develop and implement a deep energy retrofit program focused on existing homes to achieve efficiency gains of at least 30% to 50% depending on the age and type of building.
Overview	<p>Residential energy efficiency programs have been offered through Peterborough Utilities, Hyrdo One, Enbridge, and the Independent Electricity System Operator (IESO) in the past that have targeted HVAC system upgrades, appliance retirement, building envelope retrofits, and efficient lighting. These programs have incentivized adoption of higher energy efficient practices, but none of the previous programs have offered a whole home approach.</p> <p>A deep energy efficiency retrofit looks to increase the energy efficiency across the whole home including installation of high efficiency windows, adding insulation, upgrading to more efficient lighting, adding weather-stripping, updating furnaces and air conditions, installing programmable thermostats, and replacing appliances with more efficient models, etc. Deep energy retrofit programs typically offer a range of standardized packages for residents to choose from, offer a financing mechanism, and leverage available grants and incentive programs.</p> <p>The majority of buildings in the GPA have been built the 2012 Ontario Building Code was put in place and most likely older in age. A deep energy residential retrofit program is therefore a key strategy to shift towards a low carbon future.</p>
Recommended Approach	<p>The following is the recommended program approach to achieve the energy and GHG reduction objectives:</p> <ul style="list-style-type: none"> • Target older houses that typically have the highest energy usage first since these homes have the most potential for improvement through retrofits.

Strategy H1: Help existing homes become more energy and water efficient and be more adaptable to climate risks

Enabling Components

- The retrofit program would be designed specifically to offer deep energy retrofits packages, with the aim of achieving significant energy savings – in the range of 30% to 50% reductions
- Look to include solar panels as part of the retrofit package. It is assumed in the model that at the time of retrofit, where feasible, 5-15% of houses will be fitted with solar PV installations.

Explore options for establishing program delivery entity

As a first step, it is recommended that program partners conduct the necessary background research into program delivery options (based on best practices) and prepare a business case for the program. The business case should include details of how the program would operate, including the establishment of an external entity with the ability to raise capital financing, community-specific program targets, marketing and retrofit delivery approaches, and financing and administration.

Enable a Local improvement Charge (LIC) mechanism to finance improvements

Recently, the province has made changes to the *Municipal Act, 2001* that allow municipalities to use local improvement charges through Infrastructure Ontario's Loan Program to fund renewable energy and energy improvements on public or private properties on a voluntary basis. The Collaboration on Home Energy Efficiency Retrofits in Ontario (CHEERIO) program¹ is implementing a pilot to assess the effectiveness of LIC financing as a tool for deep residential energy retrofits, while designing communication tools, a monitoring and evaluation framework, and sharing guidance to help achieve full-scale implementation.

It is recommended that GPA municipalities use the LIC mechanism to leverage funds for the implementation of the deep energy residential retrofit program. The LIC would be applied as a specific charge to the participating owner's property tax bill that would be removed once the cost of the deep energy retrofit is recovered by the established entity. Under this model, the LIC financing is linked to the property itself, not the individual. Therefore, if the home is sold, the LIC continues with the new home owner until the full value is recovered.²

Leverage existing grants and incentives to finance improvements

Through the home retrofit program there is opportunity to leverage the process to receive efficiency incentives and grants currently available and those that do become available, stemming from the province's Climate Change Strategy in coming years.

¹ Clean Air Partnership, [Collaboration on Home Energy Efficiency Retrofits in Ontario](#), 2015.

² LIC Primer: Using Local Improvement Charges to Finance Residential Energy Upgrades, Sonja Persram, Sustainable Alternatives Consulting Inc. for CHEERIO, 2013.

Strategy H1: Help existing homes become more energy and water efficient and be more adaptable to climate risks

<p>Timing</p>	<p>Deep energy retrofit technical training (in partnership with Fleming College skills training and apprenticeship programs)</p> <p>A home retrofit program of this scale is expected to spur significant local economic activity over the next two decades. To be able to deliver a standard set of packaged deep energy retrofit packages, there is a need for adequate local training in deep energy retrofiting. There is opportunity to work in partnership with Fleming College skills training and apprenticeship programs.</p> <ul style="list-style-type: none"> • Explore energy retrofit program delivery options and develop business cases in 2017/18 • Establish delivery entity and initiate program within three years • Deliver program over next 15-20 years (as determined in business case)
<p>Implementers</p>	<p>Development of business cases: City of Peterborough and Peterborough County (including the townships); engagement of utilities and other stakeholders.</p> <p>Program implementers to be determine through the business case.</p>

Strategy H2: Build new homes to be more efficient and have a smaller environmental footprint

<p>Primary Action</p>	<p>Implement energy efficiency improvements to new home construction that align with improvements to the Ontario Building Code (OBC) aimed at achieving near net-zero or equivalent (0.14 to 0.24 GJ/m²) in all new buildings by 2031.</p>
<p>Overview</p>	<p>Currently the Ontario Building Code is one of the most efficient building codes in North America. Peterborough should focus on ensuring that all new buildings perform to code. As the Ontario Building Code is updated, and progressively higher efficiency standards are put in place, new construction efficiency will increase – approaching near net-zero by 2031. A net-zero energy home is a highly energy-efficient building that uses renewable technology to produce as much energy as it consumes.</p>
<p>Recommended Approach Enabling Components</p>	<p>Focus on ensuring that new buildings meet or exceed code. Where appropriate, work with developers to develop net-zero communities.</p> <p>Ontario Building Code Adjustments</p> <p>The Ontario Building Code is continuously being updated to respond to societal and technological changes that impact minimum standards for construction that protect health, safety and provide barrier-free accessibility and energy efficiency. The revised 2012 Building Code, which came into effect in 2014, instilled greater energy performance of new homes. Additional adjustments are anticipated to come into effect in January 2017. As a result those homes constructed in 2017 will consume 50 per cent less energy than homes built before 2006.³ It is anticipated that future adjustments to the OBC will be made to continue to move towards net-zero buildings in the future.</p> <p>‘Solar Ready’ Official Plan Updates</p> <p>In light of the province’s Climate Change Strategy, it is anticipated that solar</p>

³ Ministry of Municipal Affairs and Housing, [Ontario’s Modernized Building Code Improving Safety, Accessibility, 2013.](#)

Strategy H2: Build new homes to be more efficient and have a smaller environmental footprint

<p>Timing</p> <p>Implementers</p>	<p>energy in general will continue to play an important part of local energy generation and will become more commonplace in the residential sector through new requirements and Building Code adjustments. To enhance transformation, municipalities can include the requirements for new developments to be “solar ready”⁴ at an appropriate time. Natural Resources Canada provides specifications for Solar Ready Guidelines which are designed to facilitate the installation of future solar thermal system or solar photovoltaic where appropriate:</p> <ul style="list-style-type: none"> • A roof location of suitable size, pitch and orientation; • Labelled conduits from the mechanical room to the attic; • Extra plumbing valves and fittings on the hot water heater; • An electrical outlet for a solar tank and wall space for PV controls; and • Identified locations of future components on construction plans.⁵ <p>Sustainable Development Guidelines and Market-based Approaches to Move Beyond Building Code</p> <p>Sustainability development guidelines have been prepared for other local tier municipalities such as Pickering, Richmond Hill, Brampton and Vaughan and others. Sustainable development guidelines can offer a tool to achieve healthy, complete sustainable communities. These types of guidelines provide developers with a sustainability score based on a set of predefined metrics quantify the sustainability performance of new development projects.</p> <p>Typical market-based tools that can encourage development beyond code include:</p> <ul style="list-style-type: none"> • Reduced development charges; • Tax rebates / reduced property taxes; • Density bonusing; • Fast-track review and approval; or • Natural gas and electric utility incentives. <p>Sustainable development guidelines could also be considered with an emphasis on energy efficiency (and transportation) and a number of market-based tools to drive innovation in energy efficiency for new home construction.</p> <p>Adjustments to Ontario Building Code expected in 2017; subsequent updates anticipated approximately every five years.</p> <p>All municipalities according to compliance with Ontario Building Code adjustments.</p>
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Strategy H3: Reduce the amount of waste generated by residents that contribute to greenhouse gas emissions

Primary Action Explore feasibility of capturing energy from waste (e.g. anaerobic digestion) to

⁴ For example, York Region’s Official Plan, 2010, Section 5.2.26 requires development to include a solar design strategy which identifies approaches that maximize solar gains and facilitate future solar installations (i.e., solar ready).

⁵ Natural Resources Canada, [Solar Ready Guidelines](#), 2013.

Strategy H3: Reduce the amount of waste generated by residents that contribute to greenhouse gas emissions

	manage organic material and to reduce emissions of methane gas
Overview	The decomposition of organic waste produces a gas which is composed primarily of methane, a greenhouse gas that is many times more potent than carbon dioxide in terms of its global warming potential. Residential waste can typically consist of up to 40% organic material. Most residential organic material in the GPA is currently being disposed of in landfill. Numerous technologies have demonstrated successful at capturing the methane gas that is present in waste and utilizing it as an energy source.
Recommended Approach	<p>It is recommended that the feasibility study explore a range of possible technologies that can capture the energy available in organic waste. The feasibility study should consider organic waste generated by residents of the GPA that is collected and managed by the municipalities and also the organic waste generate by the Industrial, Commercial, and Institutional sector in the GPA.</p> <p>Based on the outcomes of the feasibility study and the selected technology, further initiatives may be required to effectively capture the organics waste generated for treatment at the facility(ies).</p>
Enabling Components	<p>Implement a source separated organics program to capture organic waste In order to ensure appropriate collection and capture of residential organic waste, a source separated organics collection program will need to be explored to capture food waste generated by residents. These types of program have been successfully implemented full-scale and continue to operate successfully in many Ontario municipalities.</p> <p>Enhance collection of leaf and yard waste materials To supplement food waste collected from the residential sector, it may be required to enhance the collection of residential leaf and yard waste materials.</p> <p>Explore IC&I organic waste capture The Industrial, Commercial, and Institutional sector generates a significant amount of organic waste. Depending on the feasibility study, it may be necessary to accept additional organic material from the IC&I sector supplement the waste feedstock.</p>
Timing	Explore feasibility by 2018; initiate recommended approach and supplementary programs/initiatives within 5 years of feasibility study completion
Implementers	<p>Feasibility study: partnership between City of Peterborough and Peterborough County.</p> <p>Development and operation of facility(ies) as determined through the feasibility study.</p>

Our Workplaces and Schools

Where are we now?

In workplaces and schools, the majority of energy is used for lighting, heating, cooling, water heating, and in some instances large equipment such as elevators. The amount of energy used in a workplace or school depends on similar factors to residential homes. Across the GPA, commercial buildings (retail, office space, hotels and food retail) and institutions (schools, government buildings, hospital, and long-term care facilities) along with local industry account for 21% of the total GHG emissions. As such, there is significant opportunity to reduce the overall energy consumption and GHG emissions by focusing efforts in these sectors.

How are we planning to act?

Our Workplaces and Schools

- Improve energy and water efficiency of existing buildings and business operations
- Build new buildings to be more efficient and have a smaller environmental impact
- Facilitate climate change friendly business operations and practices
- Support local economic resilience and growth of the local green economy
- Facilitate low carbon energy generation and local energy security

Strategy W1: Improve energy and water efficiency of existing buildings and business operations

Primary Action

Work with utilities (PDI, Hydro One, Enbridge as appropriate) to deliver a coordinated robust energy retrofit program to industrial, commercial, and institutional organizations.

Overview

Commercial energy efficiency programs have been offered through Peterborough Utilities, Hydro One, Enbridge, and the IESO that address new equipment, equipment retrofit or replacement, optimization, lighting and water heating, commissioning, energy audits. These programs have incentivized adoption of higher energy efficient practices, but none have offered a deep energy approach.

All public agencies such as the County, City, Townships, hospitals, and local schools are required to prepare, publicly report, and implement Energy Conservation and Demand Management plans under the Ontario Regulation 397/11 and *Green Energy Act, 2009*.

In order to improve upon this and to align with best practices, robust energy retrofits for the commercial and institutional sectors are recommended.

Recommended Approach

The following is the recommended program approach to achieve the energy and GHG reduction objectives:

- Increase the share of electricity in the energy mix, while reducing natural gas and other fossil fuels;
- Implement efficiency measures, including retrofits and operations and maintenance, in close to half of the existing building stock.

Strategy W1: Improve energy and water efficiency of existing buildings and business operations

<p>Enabling Components</p>	<p>Energy Performance Labelling</p> <p>Energy Performance Labelling (EPL) is a low-cost tool that can help share the energy performance of any and all buildings. The MOE has indicated that it is looking to move in the direction of energy performance disclosure with proposed amendments to the <i>Green Energy Act, 2009</i> that aims to include energy performance disclosure for large buildings.</p> <p>It is recommended that EPLs be available on all buildings in the GPA. Some of the benefits of including EPLs on buildings are:</p> <ul style="list-style-type: none"> • Transparency regarding the overall energy performance of a building when a new or existing home/building is being purchased, sold or rented; • An incentive to invest in upgrades of inefficient homes and buildings before putting the home on the market; • Increased home and building values; and • Acts as a real estate marketing tool similar to others such as WalkScore. <p>Using the CHEERIO model as a template, the EPL should adopt the Natural Resources Canada (NRCAN) EnerGuide Rating System as its performance measurement tool.</p> <p>In order to show leadership, all CCAP partners should display and publicize energy performance of all municipal buildings.</p> <p>Community Improvement Plans</p> <p>The Planning Act allows municipalities to prepare community improvement policies as part of a Community Improvement Plan (CIP). As referenced by QUEST Canada, "The policies describe plans and programs that encourage redevelopment and/or rehabilitation improvements in a designated area. Such improvements may include industrial area remediation and redevelopment, streetscape and facade improvements, refurbishing of core business areas, heritage conservation of homes or commercial buildings and, more recently, improvements in energy efficiency."⁶ The City could initiate a CIP for EPD 7 to foster further energy efficiency.</p>
<p>Timing</p>	<p>Explore energy retrofit program delivery options in 2018 in conjunction with home retrofit program (Strategy H1) and initiate program within three years.</p>
<p>Implementers</p>	<p>City of Peterborough and Peterborough County (including the townships); engagement of utilities and other stakeholders.</p> <p>Program implementers to be determine through the business case.</p>

Strategy W2: Build new buildings to be more efficient and have a smaller environmental impact

<p>Primary Action</p>	<p>Build new buildings to be more efficient and have a smaller environmental impact.</p>
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⁶ Advancing Integrated Community Energy Planning in Ontario: A Primer, 2013. QUEST - Quality Urban Energy Systems of Tomorrow.

Strategy W2: Build new buildings to be more efficient and have a smaller environmental impact	
Overview	New commercial and institutional buildings are expected to achieve progressively higher energy efficiency through Ontario Building Code improvements.
Recommended Approach	The following is the recommended approach: <ul style="list-style-type: none"> At a minimum, new commercial, industrial, and institutional construction will be fully compliant with the 2012 OBC. New commercial, industrial, and institutional buildings would follow a similar pattern as in Strategy H2, with improvements to the OBC implemented every two-five years.
Enabling Components	Ontario Building Code Adjustments As with the residential sector, it is anticipated that future adjustments to the OBC will be made to continue to move towards net-zero buildings in the future. Sustainable Development Guidelines and Market-based Approaches to Move Beyond Building Code as identified in Strategy H2.
Timing	Adjustments to Ontario Building Code expected in 2017; subsequent updates anticipated approximately every five years
Implementers	All municipalities according to compliance with Ontario Building Code adjustments.

Strategy W3: Facilitate climate change friendly business operations and practices	
Primary Action	Support Sustainable Peterborough Business Initiative to build a toolkit for Greater Peterborough Area businesses to assist with climate change impact analysis and business continuity planning for extreme weather.
Overview	As the Greater Peterborough Area continues to experience the impacts of a changing climate businesses will experience the impacts on their operations (e.g. disruption to supply and delivery, employee access to worksites, physical impacts to weather and flooding, etc.). Business should be thinking about potential impacts to their business from climate change and can take steps to better prepare.
Recommended Approach	A business toolkit can be a self- or assisted-guidance through a process to assess business operations and their vulnerabilities to climate change, determine risks, and outline plans for preparedness.
Timing	Toolkit development to occur in 2017/18; ongoing distribution and use ongoing afterwards.
Implementers	Development of toolkit: Sustainable Peterborough through the Sustainable Peterborough Business Initiative. Ongoing engagement with businesses and distribution of toolkit to local businesses: each municipality, Chambers of Commerce, GreenUP, Peterborough Economic Development, and Sustainable Peterborough.

Strategy W4: Support local economic resilience and growth of the local green economy	
Primary Action	Support PGreenUP as a “one-stop shop” for businesses to learn about and advance sustainability through the Green Business Peterborough Program

Strategy W4: Support local economic resilience and growth of the local green economy

Overview	The Green Business program is a partnership between GreenUP, Peterborough Utilities Group, and the Chamber of Commerce. The focus of the program is to provide a one-stop-shop for information about energy efficiency services for Peterborough region businesses.
Recommended Approach	The Green Business program was re-launched in 2016 and is currently available to businesses. Program staff are available to serve as applicant representatives for the PDI Save on Energy retrofit program, as well as provide resources and information about other energy incentive programs. The program also features a full energy audit service for businesses.
Timing	Initiate promotion in 2017 on an ongoing basis.
Implementers	Ongoing communication and engagement to inform businesses: each municipality, Chambers of Commerce, GreenUP, Peterborough Utilities, Peterborough Economic Development, and Sustainable Peterborough. Ongoing program delivery by GreenUP, Peterborough Distribution Inc., and the Chamber of Commerce.

Strategy W5: Facilitate low carbon energy generation and local energy security

Primary Action	Conduct a regional study to explore the potential to implement local renewable energy generation and storage (institutional, commercial, industrial, and residential)
Overview	Renewable energy generation is occurring across the GPA ad-hoc and it is not currently known what the potential is to generate and store renewable energy locally. A regional study would identify the type and location of renewable energy potential.
Recommended Approach	5% of the total electricity demand in commercial and industrial buildings are to be generated by on-site renewables, which aligns with IESO's projections for Ontario's electricity supply mix by 2035.
Timing	Initiate study in 2017/18.
Implementers	Completion of study: Peterborough County, City of Peterborough, Utilities partnership

On the Move

Where are we now?

Traditional single-occupant vehicles consume large amount of fuel, resulting in further GHGs. The amount of energy used by a vehicle depend on variables such as its age, size, and fuel type. Across the GPA, transportation accounts for 25% of the total GHG emissions. By looking at ways to support active transportation, encourage alternatives to single-occupant vehicles, increase the use of public transit, and transition to lower GHG fuels, the GPA can reduce its climate impacts associated with transportation.

How are we planning to act?

On the Move	
	<ul style="list-style-type: none"> • Build an active transportation network and support active transportation • Facilitate alternatives to single-occupant vehicle use to reduce frequency of personal vehicle use • Make public transportation more appealing to increase its usage • Help transition vehicles to use cleaner and lower greenhouse gas emitting fuel sources

Strategy M1: Build an active transportation network and support active transportation	
Primary Action	Reduce vehicle trips and foster greater walking and cycling mode share through a coordination of efforts.
Overview	By making walking and cycling more attractive to residents for both commuting purposes and recreational purposes, there will be a need to drive fewer personal vehicles, decreasing the number of kilometers traveled and GHG's emitted. This also contributed to improve physical health of residents.
Recommended Approach	<p>The following is the recommended approach:</p> <ul style="list-style-type: none"> • Development of an Active Transportation Master Plan for Peterborough County as a collaboration amongst all the townships (currently under development) • Coordination of trails and other walking and cycling facilities between the City and County • Accelerated implementation the City's Short-Term and Long-Term Cycling Network • Enhancement of pedestrian and cycling facilities • Supportive land use policies that encourage higher density and walkable communities
Enabling Components	<p>County Active Transportation Master Plan currently under development</p> <p>Peterborough County is currently developing an Active Transportation Plan that will propose a suite of initiatives to improve opportunities for active transportation. The process has also brought together the townships and the County to explore active transportation in a collaborative manner.</p>
Timing	2016 and onwards
Implementers	City of Peterborough and Peterborough County in collaboration with all townships

Strategy M2: Facilitate alternatives to single-occupant vehicle use to reduce frequency of personal vehicle use	
Primary Action	Explore feasibility of a carpool lot network (formal and informal spaces) (in partnership with the County and other Townships).
Overview	Carpooling and other ridesharing make more efficient use of vehicles on the road, decreasing the overall kilometers travelled. A network of carpool lots and spaces across the GPA allow residents to converge at key locations to meet other residents to carpool. Reducing travel distance to individual homes to pick-up carpools increase the convenience and benefits of carpooling.
Recommended Approach	The following is the recommended approach: <ul style="list-style-type: none"> Assess key locations across the GPA to identify major road convergence locations Identify municipal and institutional lots and local business parking that would be willing identify as carpool spots Install signage and create maps and other communication materials Generate awareness and encourage usage of the lot network
Enabling Components	<p>Smart Commute and Carpool Match Systems</p> <p>Smart Commute is currently available in Greater Toronto and Hamilton Area to help anyone explore their travel options. They operate a carpool program and carpool ride matching system to connect carpools. Numerous other carpool matching systems are readily available for use.</p> <p>Ridesharing and other emerging technologies</p> <p>Emerging technologies, like Uber and Lyft, have become popular across North America to connect drivers and riders, making rides more efficient and decreasing the need for car ownership for some. These types of technologies can be expected to continue developing in the future and assist with reducing single-occupant vehicle travel.</p>
Timing	2017-2020
Implementers	City of Peterborough and Peterborough County in collaboration with all townships and willing local businesses and institutions

Strategy M3: Make public transportation more appealing to increase its usage	
Primary Actions	<p>City: Expand public transit service in the City as per the City of Peterborough Public Transit Operations Review</p> <p>County: Explore feasibility and joint County-Townships delivery of County Transit services or alternative methods of public transportation as part of next County Transportation Master Plan Update.</p>
Overview	Transportation and transit services are reviewed on a regular basis to understand usage and demand on the systems. At each review, opportunities are accessed to implement or expand service that is feasible to meet demand.
Recommended Approach	During next reviews of public transit service opportunities, enhance service where feasible aimed at increasing ridership.
Timing	Within the next five years, upon next reviews.
Implementers	City of Peterborough and Peterborough County.

Strategy M4: Help transition vehicles to use cleaner and lower greenhouse gas emitting fuel sources	
Primary Action Overview	Support a shift in vehicle technology to Electric Vehicles (EVs). The potential exists for a significant transformation of the auto sector as battery technologies improve, and additional EVs enter the market.
Recommended Approach	12% of all light-duty vehicles on the road by 2031 are expected to be EVs, conservatively based on the provincial EV sales target for 2025.
Enabling Components	<p>Improved Vehicle Efficiency</p> <p>Federal and provincial standards are changing and will require new vehicles to be more efficient. Estimates suggest that new vehicles produced starting in 2017 will be as much as 50% better performing than the current average.</p> <p>Since the vehicle mix for the Greater Peterborough Area in 2031 will include some older vehicles and because fuel performance tends to degrade over vehicle life, it is assumed that remaining vehicles will achieve better fuel performance in 2031.</p> <p>Policy direction and incentives from other levels of government will further incent transition to EVs.</p>
Timing	2016 and on
Implementers	Primarily auto industry responding to government and market direction; all municipalities supporting as technology becomes commonplace.

Our Food

Where are we now?

The choices we make, such as the food we eat, all have a role to play in how we impact the climate. For example, purchasing locally produced food reduces the amount of energy needed to ship it, and thus reducing GHG emissions. Additionally, wasting less food results in less organic matter being sent to landfill and less GHG emissions resulting from decomposition.

How are we planning to act?

Our Food	
	<ul style="list-style-type: none"> • Support localization of the food system • Encourage purchasing of locally produced food • Reduce the amount of wasted food

Strategy F1: Support localization of the food system	
Primary Action	Undertake a community food system assessment to better understand local food production and movement within the GPA.
Overview	A clear understanding of the agriculture and food production system in the GPA is not fully known. A more in-depth exploration of the current food production and processing capacity of the GPA can provide a better understanding of this and explore opportunities to improve the local food production and processing capacity of the GPA.
Recommended Approach	Engaging with the local agricultural and food organizations to: <ul style="list-style-type: none"> • Identify agricultural production and local food processing in the GPA; • Document movement of food out of and into the GPA; • Explore barriers and opportunities to further processing of food locally; and • Explore sale of locally produced/processed food and barriers and opportunities to increasing local sales.
Timing	2018-19
Implementers	Collaboration between City of Peterborough and Peterborough County, including local partners

Strategy F2: Encourage purchasing of locally produced food	
Overview	Many mechanisms and efforts are already underway to encourage the purchase of local food across the GPA. Making local food a priority and encouraging and supporting further local food purchasing can be undertaken by all communities and through support of the existing initiatives and organizations.
Recommended Approach	The following is the recommended approaches to encourage the purchase of local food: <ul style="list-style-type: none"> • Support local organizations to promote the marketing of locally-produced food through initiatives such as the Purple Onion Festival and Local Food Month; • Expand and promote the Farmers Market Network across the Greater Peterborough Area; and • Support and encourage farm gate sale of produce.

Strategy F2: Encourage purchasing of locally produced food	
Timing	Ongoing
Implementers	All local communities.

Strategy F3: Reduce the amount of wasted food	
Primary Action	Implement a residential awareness campaign to encourage elimination of wasted food in the home, workplaces, and schools.
Overview	Food waste from residents, businesses, and institutions is one of the major contributors to organic material being disposed of in landfill and contributing to GHG emissions. A significant proportion of food waste generated can be avoided through changes to food purchasing and preparation techniques and planning, and general awareness.
Recommended Approach	It is recommended that an awareness campaign be implemented to educate people about the amount of food that is being wasted, what it costs, and how much GHG emissions it results in. The campaign should aim to educate on ways to reduce excess food waste from the planning to eating phases, as well as alternatives to disposal of leftover food. Campaigns should be targeted and tailored to the various generators of food waste across the GPA (e.g. City residents, County residents, local businesses, schools and other institutions) with an ultimate goal of educating people and creating a culture of conservation.
Timing	County campaign in 2016; City in 2018/19
Implementers	County of Peterborough and City of Peterborough

Our Land

Where are we now?

How we use our land affects our GHG emissions and thus climate change. In turn, climate change affects our land. Through its Climate Change Action Plan and planning policy direction, the province is looking to municipalities to strengthen land use policies to better mitigate and adapt to climate change. In the GPA, an assessment of climate change risks and impacts will better help prepare for impending changes, and protecting and enhancing our natural assets in the present will help buffer against such future changes.

How are we planning to act?

Our Land
<ul style="list-style-type: none"> • Strengthen land use policy and the development review process to better support climate change mitigation and adaptation • Identify climate change risks and prepare for potential impacts • Protect and enhance natural assets • Facilitate best management practices for low emission farming and climate change adaptation

Strategy L1: Strengthen land use policy and the development review process to better support climate change mitigation and adaptation	
Primary Action	Establish a multidisciplinary review team to assess provincial and local land use planning legislation and tools and make recommendations to decision-makers on how to best implement an ecosystem-based approach to the development application process (partnership amongst all communities).
Overview	Evolving land use planning tools have been emerging to better implement an ecosystem-based approach to planning (e.g. sustainability guidelines and rating systems, green development standards, review committees, etc.). Similarly, provincial policy has been evolving putting a greater emphasis on climate change and ecological systems. The local GPA context needs to be explored to determine how to best implement these into the development review process.
Recommended Approach	It is recommended to establish a multidisciplinary team of professionals with experience in land use planning to: <ul style="list-style-type: none"> • Explore the legislative and policy framework within the Greater Peterborough Area context to better understand opportunities to enable ecosystem-based approached; • Review tools and mechanisms used by other municipalities; • Consult with interested stakeholders; and • Make recommendations to decision-makers in the GPA on best approaches to be implemented.
Enabling Components	<p>Growth Plan for the Greater Golden Horseshoe</p> <p>Under the proposed changes to the Growth Plan for the Greater Golden Horseshoe, the City of Peterborough and Peterborough County would be required to develop policies in their official plans to identify actions that will reduce greenhouse gas emissions and address climate change adaptation goals, aligned with the Ontario Climate Change Strategy, 2015 and Action Plan.</p>

Strategy L1: Strengthen land use policy and the development review process to better support climate change mitigation and adaptation

Timing	Initiate review in 2017/18
Implementers	Collaboration between City of Peterborough, County of Peterborough, and townships.

Strategy L2: Identify climate change risks and prepare for potential impacts

Primary Action	Conduct a Greater Peterborough Area-wide vulnerability assessment of expected climate change impacts (including drought and lake levels).
Overview	As the climate continues to change, local impacts can be expected in the GPA relating to precipitation, temperatures, lake levels and water temperatures, and extreme weather events. To prepare for these changes, an understanding is needed of what the local changes will be and where the GPA is most vulnerable.
Recommended Approach	<p>The following is the recommended approach:</p> <ul style="list-style-type: none"> • Assess the climate change impacts anticipated for the GPA based on recognized climate models; • Explore areas of climate change vulnerability across the GPA; • Assess the climate change risks in the GPA; • Prepare a plan to address the greatest risks associated with climate change; and • Implement the plan and monitor progress.
Enabling Components	<p>Great Lakes Climate Change Adaptation Project</p> <p>Five GPA municipalities have received grants to participate in climate adaptation projects as part of the Great Lakes Climate Change Adaptation Project led by ICLEI Canada and supported by the Ontario Ministry of Environment and Climate Change. The purpose of the initiative is to:</p> <ul style="list-style-type: none"> • Build capacity for moving from planning to action and ensure that municipal staff are better prepared to implement on-the-ground adaptation measures; • Work towards overcoming challenges related to implementation of adaptation measures; and • Create a network of adaptive communities located within the Great Lakes basin.
Timing	2017-18
Implementers	Coordination amongst all municipalities.

Strategy L3: Protect and enhance natural assets

Primary Action	Develop and implement a Natural Heritage System Plan leveraging work of the Kawarthas Naturally Connected initiative.
Overview	Natural heritage systems planning is a strategic approach to protecting, maintaining, restoring and enhancing ecologically sustainable and resilient landscapes. The intention is to address biodiversity loss, land use change and the uncertainties of climate change to support clean air, clean water and a rich diversity of plant and animal life to sustain present and future generations. It is a systems-based approach to biodiversity conservation, which aims to establish an interconnected web of core natural areas and natural corridors.

Strategy L3: Protect and enhance natural assets	
Recommended Approach	<p>The Natural Heritage System Plan should focus on the following:</p> <ul style="list-style-type: none"> • The identification of the natural heritage systems and initiatives to protect and restore them; • Integration of natural heritage systems into ongoing thinking and planning; • Securing investment in natural heritage protection; and • Ongoing assessment and mitigation through developments (e.g. environmental impact studies).
Enabling Components	<p>Inventory of Natural Assets</p> <p>An important part of developing a Natural Heritage Systems Plan is to understand the current system. A detailed inventory of natural assets in the Greater Peterborough Area is needed. This can be developed in association with local organizations (e.g. Conservation Authorities as they update their floodplain mapping).</p>
Timing	2018-2020
Implementers	City of Peterborough, County of Peterborough, and townships

Strategy L4: Facilitate best management practices for low emission farming and climate change adaptation	
Overview	<p>Low emission farming and climate adaptation planning for farms is an evolving area of focus in the agricultural field. As these practices evolve, their uptake will become commonplace.</p>
Recommended Approach	<p>To support farmers implement best management practices, the following is recommended:</p> <ul style="list-style-type: none"> • Promote usage of Agriculture and Agri-Food Canada’s no-cost Holos GHG emissions modeling tool to assist farmers in assessing their GHG emissions and exploring various farm management scenarios • Support local agricultural organizations to host local agricultural forums and training sessions to engage with farmers on how to implement climate change mitigation and adaptation related best management practices • Support local agricultural organizations to promote local participation in the Canada-Ontario Environmental Farm Program to encourage farmers to increase knowledge, conduct assessments, and develop and implement Environmental Farm Plans for their farms
Timing	Ongoing
Implementers	County and townships in association with local agricultural organizations

Our People

Where are we now?

People were central to the development of this plan, and will be central to its implementation as well. The impacts of climate change will be felt by many across the GPA, and we need to be prepared for the public health impacts that it may bring, especially with respect to vulnerable populations. Continuing efforts to increase local awareness of climate change can help to maintain the momentum necessary to continue ongoing implementation efforts. In turn, as awareness increases, opportunities for civic engagement in climate change-related issues need to increase in parallel.

How are we planning to act?

Our People	
	<ul style="list-style-type: none"> • Prepare for the health impacts associated with a changing climate • Foster a culture of climate change awareness • Encourage civic engagement around climate change

Strategy P1: Prepare for the health impacts associated with a changing climate	
Primary Action	Conduct a local community vulnerability assessment of public health impacts from climate change to identify climate risks on vulnerable populations (in partnership with all communities).
Overview	Similar to Strategy L2, expected impacts from a changing climate have an impact on human health. To prepare for these health impacts, an understanding is needed of what the most likely impacts are and how they will impact the most.
Recommended Approach	The same approach outlined for Strategy L2 applies.
Timing	2017-18
Implementers	Health Unit, City of Peterborough, County of Peterborough

Strategy P2: Foster a culture of climate change awareness	
Overview	Awareness of climate change and anticipated impacts have traditionally been limited. This has been changing as people are beginning to see the impacts of climate change and as climate change is becoming a priority. Building on this momentum and the momentum of climate change awareness gained through development of the CCAP, education and awareness should continue.
Recommended Approach	<p>The recommended approach to continue building a culture of climate change awareness in the GPA include:</p> <ul style="list-style-type: none"> • Support Sustainable Peterborough in delivering ongoing education and outreach on climate change; • Support Sustainable Peterborough and other local organizations in hosting regular events focused on climate change (speaker series, annual event, etc.); • Support Sustainable Peterborough in seeking buy-in and endorsement/support for the shared vision and goals of Community Climate Change Action Plan from existing groups and organizations in the Greater Peterborough Area; and

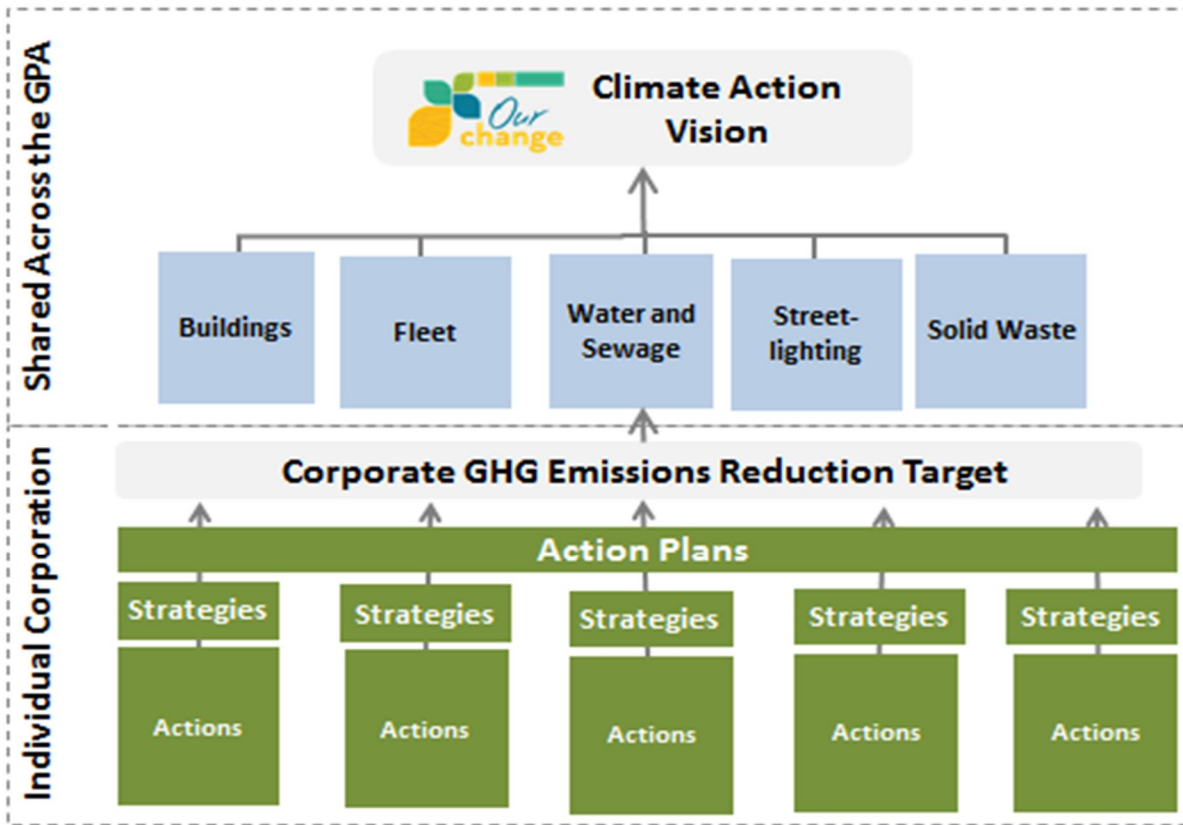
Strategy P2: Foster a culture of climate change awareness	
Enabling Components	<ul style="list-style-type: none"> Support Sustainable Peterborough to host a community, youth, adult, and senior climate change champion through the annual Sustainable Peterborough Awards. <p>Our Change Campaign The Our Change education and awareness campaign was delivered as the first phase of the CCAP project and engaged over 800 people in a discussion on what climate change is and how they have experienced the impacts of climate change. Building on the Our Change campaign, a total of approximately 1,600 people were engaged in developing the CCAP. The Our Change brand should continue to be used moving forward and the people that have participated, leveraged to continue to generate awareness of climate change and encourage action climate change.</p>
Timing	2016 onwards
Implementers	Sustainable Peterborough and partners

Strategy P3: Encourage civic engagement around climate change	
Primary Action	Develop a charter and guidelines (engagement strategy) to foster meaningful community engagement in climate change issues and environmental stewardship (partnership amongst all communities).
Overview	There is growing interest in the climate change amongst residents of the GPA, with an interest in taking personal action to address climate change and in influencing others to take action on climate change. A charter is a commitment think and act on climate change. By developing a GPA charter on climate change, municipalities, businesses, residents, and organizations can adopt the charter and pledge their support for taking action on climate change.
Recommended Approach	<p>The following is the recommended approach to develop the climate charter and guidelines:</p> <ul style="list-style-type: none"> Review best practices from other communities around the world to understand successful approaches used elsewhere; Engage with key community organizations and stakeholders to collaboratively develop the charter; and Develop and adopt the charter GPA-wide and continually seek ongoing support and buy-in.
Timing	Develop charter and guidelines in 2018; implementation ongoing
Implementers	Collaboration amongst all communities

Part 3: Corporate Sector Plans – Local Government Leadership

Overview of Corporate Plans and Their Structure

CCAPs specific to each municipality’s corporate operations present an opportunity for local governments to demonstrate significant leadership in the area of climate action. The corporate CCAPs are structured similarly to the community CCAPs, as follows:



Vision	The vision is what we are ultimately hoping to be achieved through this CCAP. It is drawn from the climate change goal in the Sustainable Peterborough Plan, with the CCAP as the primary implementation tool for this goal. The vision is common and shared among all communities within the GPA.
Themes	The corporate CCAPs are structured by five themes that are specific to municipal corporate operations that are defined as part of the Partners in Climate Protection program.
Targets	The targets set forth the emissions reductions each municipality is planning to achieve by 2031 with respect to its internal operations. They are unique to each corporation.
Strategies	Within each theme is a number of strategies, helping to further shape the structure of the plan.

Actions

Each of the strategies have a number of actions outline to help achieve them. Actions are identified as short-term (1-4 years), medium-term (5-9 years), and long-term (10+ years). Each community has a unique set of actions that supports how it will achieve its emissions reduction target.

Vision

We will reduce our contributions to climate change while increasing our ability to adapt to climate change conditions.

Emissions Reductions Targets

The table below contains the baseline emissions and reduction targets for each of the GPA's municipality and First Nation's corporate operations.

Community	Baseline Annual Corporate Emissions (2011)	Corporate Emissions Reduction Target by 2031	Expected Annual Emissions by 2031
City of Peterborough	15,129 tonnes of CO ₂ e per year	40% below 2011 emissions (5,989 tonnes of CO ₂ e less per year)	9,140 tonnes of CO ₂ e per year
Peterborough County	1,752 tonnes of CO ₂ e per year	26% below 2011 emissions (460 tonnes of CO ₂ e less per year)	1,292 tonnes of CO ₂ e per year
Asphodel-Norwood	592 tonnes of CO ₂ e per year	28% below 2011 emissions (158 tonnes of CO ₂ e less per year)	434 tonnes of CO ₂ e per year
Cavan Monaghan	646 tonnes of CO ₂ e per year	29% below 2011 emissions (190 tonnes of CO ₂ e less per year)	456 tonnes of CO ₂ e per year
Douro-Dummer	433 tonnes of CO ₂ e per year	32% below 2011 emissions (139 tonnes of CO ₂ e less per year)	294 tonnes of CO ₂ e per year
Havelock-Belmont-Methuen	559 tonnes of CO ₂ e per year	40% below 2011 emissions (225 tonnes of CO ₂ e less per year)	334 tonnes of CO ₂ e per year
North Kawartha	735 tonnes of CO ₂ e per year	27% below 2011 emissions (198 tonnes of CO ₂ e less per year)	537 tonnes of CO ₂ e per year
Otonabee South-Monaghan	498 tonnes of CO ₂ e per year	25% below 2011 emissions (125 tonnes of CO ₂ e less per year)	373 tonnes of CO ₂ e per year
Selwyn	1,450 tonnes of CO ₂ e per year	40% below 2011 emissions (560 tonnes of CO ₂ e less per year)	890 tonnes of CO ₂ e per year
Trent Lakes	825 tonnes of CO ₂ e per year	26% below 2011 emissions (216 tonnes of CO ₂ e less per year)	609 tonnes of CO ₂ e per year
Curve Lake First Nation	(in progress)	TBD	TBD
Hiawatha First Nation	(in progress)	TBD	TBD

Themes

The corporate CCAPs are structured by five themes that are specific to municipal corporate operations that align with the requirements of the Partners for Climate Protection program. They include:

- Buildings;
- Fleet;
- Water and sewage;
- Streetlighting; and
- Solid waste.

Strategies

The vision, themes and targets above are supported by the municipalities of the GPA, who all have a role to play in implementing this Plan. Within each of the five corporate themes are a number of strategies that will guide the way towards achieving the emissions reduction targets. The strategies apply to each of the municipalities where applicable.

Theme	Strategies
Buildings	<ul style="list-style-type: none">• Institutionalize energy efficiency and low carbon thinking into the organization• Enhance operational efficiency of existing buildings• Build municipal facilities to ensure high environmental performance• Improve environmental performance of existing municipal facilities• Utilize renewable energy sources
Fleet	<ul style="list-style-type: none">• Transition the municipal fleet to be more efficient and less carbon emitting
Water and sewage	<ul style="list-style-type: none">• Enhance operational efficiency of the water services system
Streetlighting	<ul style="list-style-type: none">• Improve energy efficiency of the streetlighting system
Solid waste	<ul style="list-style-type: none">• Reduce the amount of organic waste generated through municipal operations

Part 4: Implementation – Milestones 4 & 5

Implementation of the Community Climate Change Action Plan will be gradual and ongoing process over the next 20+ years. It will require the support and dedication of all local governments involved, as well as local organizations, businesses, and residents to fully achieve. The local governments have an opportunity to demonstrate their leadership by reducing emission from their own operations. As many initiatives of the CCAP are collaborative in nature, offering shared opportunities to implement amongst multiple partners, working together is paramount.

The following three sections provide an overview of the recommended approaches to support implementing the CCAP, based on success factors identified to implementing community-based plans across Canada. The Climate Change Coordinator will assist each local government work together to implement their plans.

Oversight

Sustainable Peterborough

Sustainable Peterborough will continue to oversee implementation of the Climate Change Action Plan in collaboration with the member communities.

CCAP Steering Committee

The CCAP Steering Committee should be continued, or a new one formed, with membership consisting of representatives from each of the City, County, and First Nations, and be complemented with representation from NGOs and businesses alike.

Corporate Stakeholder Committee

The Corporate Stakeholder Committee, consisting of representatives from each of the local governments and local utilities, should continue to meet, with quarterly meetings being the recommended approach moving forward. This committee should discuss the ongoing implementation of their respective plans, look for opportunities for partnerships and to leverage resources, secure funding, and other such matters.

Climate Change Working Group

The Climate Change Working Group of Sustainable Peterborough should also continue to provide advice and direction into the CCAP, with a lens towards ongoing climate-related projects and the exploration of funding opportunities as they arise. Membership of this group could be broadened to include more experts in the area of climate change adaptation.

Climate Change Coordinator

A Climate Change Coordinator has been hired with funding from the City of Peterborough and Peterborough County to work with each of the local governments on implementing the CCAP; to help explore collaborative opportunities and ensure sharing of knowledge and experiences. The coordinator

will work closely with Sustainable Peterborough, the CCAP Steering Committee, the Corporate Stakeholder Committee, and the Climate Change Working Group.

Ongoing Engagement and Communication

Ongoing engagement of key stakeholders is an important to keep people engaged in the climate change discussion and informed on progress of implementing the CCAP. The Task Forces formed to develop the CCAP should continue to meet on an annual basis.

A communication strategy will be needed to support the rollout of the CCAP, and should be developed by the CCAP Steering Committee and the Climate Change Coordinator upon adoption of the CCAP. It should include key messaging and communications approaches for the general public, local governments (employees and leaders), community groups and organizations, and local businesses. It should include areas such as reporting, annual meetings, online presence (website and social media), traditional media, leverage existing networks and organizations, presence at events, and ongoing meetings of the Task Forces.

Monitoring and Measurement

To monitor and measure the CCAP, progress should be tracked against the emission reduction targets contained within the plan. Corporate and community emissions data will be needed to track progress and re-evaluate targets. The CCAP coordinator will assist local governments to use the PCP Tool to input corporate data on an annual basis. A complete inventory of community emissions should be completed every five years, with the next inventory occurring in 2019.

Progress reporting on the actions within the community and corporate CCAPs should be done annually for corporate GHG emissions and more in-depth at time of completing the community re-inventory. Highlights of progress should also be reported annually as part of the existing Sustainable Peterborough report card.

Annual reporting of corporate advancements of the CCAPs should be led by the Climate Change Coordinator and the Corporate Stakeholder Committee. These annual reports should be presented to councils. The report should include a status for each action as well as brief commentary on what was achieved with respect to the action and what will be happening next.

Funding

Sustainable Peterborough and the GPA communities have been successful at leveraging the Sustainable Peterborough Plan and the collaborative structure of Sustainable Peterborough to secure funding for various sustainability initiatives, including development of the CCAP. These funding opportunities should continue to be sought to assist with implementation of the CCAP, particularly opportunities that arise as a result of the Province's Climate Change Action Plan in coming years. Implementation of the CCAP should also be integrated into annual municipal and First Nations budgeting processes.



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sustainable
Peterborough 

Greater Peterborough Area Climate Change Action Plan

Chapter 4 – Cavan Monaghan

Community and Corporate Climate Action Plans

September 30, 2016

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Section 1: Introduction and Overview

Greater Peterborough Area Climate Change Action Plan

In 2014, the Greater Peterborough Area's (GPA) member communities joined more than 250 other communities across Canada to address climate change through participation in the Partners for Climate Protection (PCP) program aimed at reducing GHG emissions from both municipal/First Nation corporate operations and community sources.

As part of the PCP program, the Climate Change Action Plan sets a course to reduce local contributions to climate change and prepare communities for present and expected changes that will occur as a result of climate change. This plan represents an integrated approach to dealing with some of the most important issues related to the sustainability of our diverse region. The overall objective of the CCAP is to reduce our greenhouse gas emissions through a reduction in fossil fuel use and lowering our energy consumption, and to better prepare for our changing climate. The Plan identifies strategies, actions, and emission reduction targets that fit with and address the needs of each municipality and First Nation within the GPA. This regionally coordinated approach will ensure that we act together to safeguard the health of our residents and ensure the stability of our local economic and natural resources against impacts related to climate change.

Climate Change Vision

In 2010, the GPA embarked on an exciting journey – the development of an Integrated Community Sustainability Plan, coined *Sustainable Peterborough*. Within the Sustainable Peterborough Plan, climate change was identified as one of the eleven key theme areas of focus. Each community of the GPA is working together to collectively achieve the following vision, as originally identified as the climate change goal in the Sustainable Peterborough Plan:

We will reduce our contributions to climate change while increasing our ability to adapt to climate change conditions.

Cavan Monaghan's Community and Corporate Action Plans

Chapter 4 of the CCAP includes Cavan Monaghan's Community (Section 2) and Corporate (Section 3) Action Plans. Both of these build on the overarching components outlined in the main CCAP, but provide greater detail specific to Cavan Monaghan. They both include the following:

- *Where are we now* – a brief discussion of community and corporate baseline GHG emissions.
- *Where do we want to go* – GHG emissions reductions targets for the community and corporation.
- *How are we going to get there* – actions that the community and corporation will take to achieve its emissions reduction targets.

Section 2: Community Action Plan

Where are we now?

In 2011, 54,531 tonnes of CO₂e were emitted by the Township of Cavan Monaghan community. Based on the projected growth for the Township of Cavan Monaghan, community emissions are expected to grow to 64,755 tonnes CO₂e by 2031 if nothing is done to reduce GHG emissions. For further details on the Cavan Monaghan’s baseline community emissions (PCP Milestone 1), please see the Appendix attached to this chapter entitled *Cavan Monaghan Corporate and Community Emissions Inventory*.

Where do we want to go?

The Cavan Monaghan community is aiming to achieve a 31% reduction in its GHG emissions from the 2011 baseline by 2031. This is equivalent to 17,017 less tonnes of CO₂e emitted per year by 2031, which would put the Township’s community emissions at 37,514 tonnes of CO₂e per year by 2031 compared to the current 54,531 tonnes per year.

How are we going to get there?

The following tables detail the strategies and actions that Cavan Monaghan will use to achieve its community GHG emissions reduction target. Further detail on each strategy is provided in the main *Climate Change Action Plan* document.

Our Homes

Strategy H1: Help existing homes become more energy and water efficient and be more adaptable to climate risks	
	Mitigation impact: direct Adaptation impact: direct
Primary Action	Support the development of a business case for a comprehensive multi-year deep energy retrofit program focused on existing households to achieve efficiency gains of at least 30% to 50% depending on the age and type of the building. Explore and investigate for Local Improvement Charges (LIC) and/or incentives available through a Community Improvement Plan (CIP).
Primary Action Assumptions	The development of a business case for a comprehensive multi-year deep energy retrofit program would be initiated/led on a regional level i.e. through the City and/or County. The implementation of a LIC program and/or CIP is both financially and administratively feasible.
GHG Emission Reduction Potential	5,107 tonnes of CO ₂ e/per year

Strategy H2: Build new homes to be more efficient and have a smaller environmental footprint	
	Mitigation impact: direct Adaptation impact: direct
Primary Action	Implement gradual improvement in new home construction that aligns with amendments to the Ontario Building Code aimed at achieving near net-zero or equivalent (0.14 to 0.24 GJ/m ²) in all new buildings by 2031. Explore incentives available through a CIP.
Primary Action Assumptions	The Ontario Government implements actions as part of the provincial Climate Change Action Plan particularly, incentives for near net-zero carbon homes,

Strategy W2: Build new buildings to be more efficient and have a smaller environmental impact	
Primary Action Assumptions	<ul style="list-style-type: none"> The Ontario Building Code will implement proposed changes as per the Ontario Climate Change Action Plan
Supporting Actions/ Policies	<p>Supporting Policies</p> <ul style="list-style-type: none"> Explore completing a CIP that includes incentives for more efficient industrial, commercial and industrial buildings Review and where possible adjust zoning requirements and/or policy direction to encourage cycling and other sustainable modes of travel for new commercial development (e.g. reduced parking requirements, bike storage, employee showers)
GHG Emission Reduction Potential	868 tonnes of CO ₂ e/per year

Strategy W3: Facilitate climate change friendly business operations and practices	
Primary Action	<p>Mitigation impact: indirect Adaptation impact: direct</p> <p>Support Sustainable Peterborough Business Initiative to build a toolkit for Greater Peterborough Area businesses to assist with climate change impact analysis and business continuity planning for extreme weather.</p>
Supporting Actions/ Policies	<p>Supporting Actions & Initiatives</p> <ul style="list-style-type: none"> Engage with businesses and institutions to implement corporate sustainability initiatives aimed at reducing greenhouse gas emissions (County and City partnership) Work with institutions and businesses to support implementation of food waste reduction and/or diversion (County and City partnership)
GHG Emission Reduction Potential	Impact on GHG emissions nominal

Strategy W4: Support local economic resilience and growth of the local green economy	
Primary Action	<p>Mitigation impact: indirect Adaptation impact: indirect</p> <p>Support Peterborough GreenUP as a “one-stop shop” for businesses to learn about and advance sustainability through the Green Business Peterborough Program.</p>
Supporting Actions/ Policies	<p>Supporting Actions & Initiatives</p> <ul style="list-style-type: none"> Explore opportunity and locations to establish a local eco business zone or “Partners in Project Green” program to share resources amongst businesses and encourage green industries (County and City partnership) Support the Greater Peterborough Chamber Of Commerce to establish a business leadership and mentorship program to support energy and climate leadership amongst businesses as part of the Peterborough Business Excellence Awards
GHG Emission Reduction Potential	Impact on GHG emissions nominal

Strategy W5: Facilitate low carbon energy generation and local energy security	
Primary Action	Mitigation impact: direct Adaptation impact: direct Participate in a regional study to explore the potential to implement local renewable energy generation and storage (institutional, commercial, industrial, and residential).
Primary Action Assumptions	Solar PVs are to generate 5% of the electricity demand in IC&I and residential buildings, while 6% of the natural gas consumed in all buildings are to come from renewable sources by 2031.
GHG Emission Reduction Potential	997 tonnes of CO ₂ e/per year

On the Move

Strategy M1: Build an active transportation network and support active transportation	
Primary Action	Mitigation impact: direct Adaptation impact: none Reduce vehicle trips and foster greater walking and cycling mode share through a coordination of efforts.
Primary Action Assumptions	Active transportation in the County is expected to focus on recreational opportunities and a nominal shift in modal split is expected. Development of the Active Transportation Master Plan is currently underway.
Supporting Actions/ Policies	Supporting Actions & Initiatives <ul style="list-style-type: none"> Continue to work towards implementing the Pedestrian and Cycling Routes & Facilities policy within the Official Plan
GHG Emission Reduction Potential	Impact on GHG emissions nominal

Strategy M2: Facilitate alternatives to single-occupant vehicle use to reduce frequency of personal vehicle use	
Primary Action	Mitigation impact: direct Adaptation impact: none Explore feasibility of a carpool lot network (formal and informal spaces) (in partnership with the County and other Townships).
Primary Action Assumptions	Carpooling, or travel as a passenger in a vehicle, to increase by 3% by 2031.
Supporting Actions/ Policies	Supporting Actions & Initiatives <ul style="list-style-type: none"> Work with businesses and schools to implement preferred parking for carpoolers
GHG Emission Reduction Potential	289 tonnes of CO ₂ e/per year

Strategy M3: Make public transportation more appealing to increase its usage	
Primary Action	Mitigation impact: direct Adaptation impact: none Explore feasibility and joint County-Townships delivery of County Transit services or alternative methods of public transportation as part of next County Transportation Master Plan Update.

Strategy F2: Encourage purchasing of locally produced food	
Supporting Actions/ Policies	Supporting Actions & Initiatives <ul style="list-style-type: none"> • Support local organizations to promote the marketing of locally-produced food through initiatives such as the Purple Onion Festival and Local Food Month • Expand and promote the Farmers Market Network across the Greater Peterborough Area • Support and encourage farm gate sale of produce
GHG Emission Reduction Potential	Impact on GHG emissions nominal

Strategy F3: Reduce the amount of wasted food	
Primary Action	Mitigation impact: direct Adaptation impact: none Implement a residential awareness campaign to encourage elimination of wasted food in the home, workplaces, and schools.
Primary Action Assumptions	Reduce the proportion of wasted food in the waste stream by 11% by 2031.
Supporting Actions/ Policies	Supporting Actions & Initiatives <ul style="list-style-type: none"> • Support establishment of a food rescue program in partnership with local food retailers, manufactures, restaurants, caterers to collect and redistribute excess food to those in need that would otherwise be disposed of (County and City partnership)
GHG Emission Reduction Potential	74 tonnes of CO ₂ e/per year

Our Land

Strategy L1: Strengthen land use policy and the development review process to better support climate change mitigation and adaptation	
Primary Action	Mitigation impact: indirect Adaptation impact: direct Participate in a collaborative multidisciplinary review team to assess provincial and local land use planning legislation and tools and make recommendations to decision-makers on how to best implement an ecosystem-based approach to the development application process (partnership amongst all communities).
Supporting Actions/ Policies	Supporting Policies <ul style="list-style-type: none"> • Integrate climate change policies into Official Plans • Continue to encourage new development that supports building complete communities that are mixed-use, compact, and higher density to achieve intensification targets outlined in the Provincial Growth Plan
	Supporting Actions & Initiatives

Strategy L4: Facilitate best management practices for low emission farming and climate change adaptation	
	Mitigation impact: indirect Adaptation impact: direct
Supporting Actions/ Policies	Supporting Actions & Initiatives <ul style="list-style-type: none"> Promote usage of Agriculture and Agri-Food Canada’s no-cost Holos GHG emissions modeling tool to assist farmers in assessing their GHG emissions and exploring various farm management scenarios Support [local agricultural organizations] to host local agricultural forums and training sessions to engage with farmers on how to implement climate change mitigation and adaptation related best management practices Support [local agricultural organizations] to promote local participation in the Canada-Ontario Environmental Farm Program to encourage farmers to increase knowledge, conduct assessments, and develop and implement Environmental Farm Plans for their farms
GHG Emission Reduction Potential	2,780 tonnes of CO ₂ e/per year ¹

Our People

Strategy P1: Prepare for the health impacts associated with a changing climate	
	Mitigation impact: none Adaptation impact: direct
Primary Action	Support the development of a local community vulnerability assessment of public health impacts from climate change to identify climate risks on vulnerable populations (in partnership with all communities).
Supporting Actions/ Policies	Supporting Actions & Initiatives <ul style="list-style-type: none"> Establish a protocol for extreme weather alerts and flooding updates
GHG Emission Reduction Potential	None

Strategy P2: Foster a culture of climate change awareness	
	Mitigation impact: indirect Adaptation impact: indirect
Supporting Actions/ Policies	Supporting Actions & Initiatives <ul style="list-style-type: none"> Support Sustainable Peterborough and other local organizations in hosting regular events focused on climate change (speaker series, annual event, etc.) Support Sustainable Peterborough in seeking buy-in and endorsement/support for the shared vision and goals of Community

¹ Total reduction potential per year based on uptake of anaerobic digesters (biogas), enteric fermentation reduction, changing manure management practices, and adopting best practices for soil management.

Strategy P2: Foster a culture of climate change awareness	
	Climate Change Action Plan from existing groups and organizations in the Greater Peterborough Area <ul style="list-style-type: none"> • Support Sustainable Peterborough to host a community, youth, adult, and senior climate change champion through the annual Sustainable Peterborough Awards
GHG Emission Reduction Potential	Impact on GHG emissions nominal

Strategy P3: Encourage civic engagement around climate change	
Primary Action	Mitigation impact: indirect Adaptation impact: indirect Develop a charter and guidelines (engagement strategy) to foster meaningful community engagement in climate change issues and environmental stewardship (partnership amongst all communities).
Supporting Actions/Policies	Supporting Actions & Initiatives <ul style="list-style-type: none"> • Support Sustainable Peterborough to establish a youth advisory committee on climate change to empower youth to take action on climate change
GHG Emission Reduction Potential	Impact on GHG emissions nominal

Decarbonization of the Electric Grid

Since the baseline year of 2011, the Province of Ontario has taken steps to reduce the GHG emissions associated with the electrical grid. For example, it closed all of its coal-fired power plants. This in turn will result in significant GHG Emission Reduction Potential for the Cavan Monaghan community, totalling 4,586 tonnes of CO₂e/per year.

Section 3: Corporate Action Plan

Where are we now?

In 2011, 646 tonnes of CO₂e were emitted by the Township of Cavan Monaghan’s corporate operations. The business-as-usual forecast for the corporate operations is based on annual growth rates derived from official population projections. Emissions from corporate operations are projected to increase to 770 tCO₂e per year by 2031 if the Township continued to operate as it did in the baseline year without taking any actions to reduce GHG emissions. For further details on the Cavan Monaghan’s baseline corporate emissions (PCP Milestone 1), please see the Appendix attached to this chapter entitled *Cavan Monaghan Corporate and Community Emissions Inventory*.

Where do we want to go?

Cavan Monaghan is aiming to achieve a 29% reduction in its corporate GHG emissions from the 2011 baseline by 2031. This is equivalent to 190 less tonnes of CO₂e emitted per year by 2031, which would put the Township’s corporate emissions at 456 tonnes of CO₂e per year by 2031 compared to the current 646 tonnes per year.

How are we going to get there?

The following table details the strategies and actions that Cavan Monaghan will use to achieve its corporate GHG emissions reduction target.

Township of Cavan-Monaghan Corporate Action Plan	Timeframe			
	Underway or Complete	Short (1-4 years)	Med (5-9 years)	Long (10+ years)
Buildings				
Strategy 1: Institutionalize energy efficiency and low carbon thinking into the organization				
Facilitate provincial funded employee training for energy efficiency		X	X	X
Establish a policy to consider highest energy efficiency as part of procurement requirements and evaluation		X		
Monitor incentive programs offered through electricity and natural gas providers to be leveraged for implementing energy efficiency improvements		X	X	X
GHG Emission Reduction Potential: In-direct GHG reductions				
Strategy 2: Enhance operational efficiency of existing buildings				
Implement a building/facility assessment tool/process to explore opportunities for improved efficiency (e.g. annual facility walk through)	X			
Conduct building re-commissioning to optimize operations		X	X	X
Implement/continue to deliver an equipment preventative maintenance program on an ongoing basis	X	X	X	X
GHG Emission Reduction Potential: 16 tonnes of CO₂e/per year				

Strategy 3: Build municipal facilities to ensure high environmental performance				
Consider the establishment of a Green New Building Policy to require new municipal buildings and major renovations be built to high environmental standards in alignment with Official Plan direction		X		
Install electric vehicle charging stations at new facilities for public use if feasible		X	X	X
GHG Emission Reduction Potential: 36 tonnes of CO₂e/per year				
Strategy 4: Improve environmental performance of existing municipal facilities				
Consider implementing an interior and exterior LED lighting retrofit program in all facilities where feasible	X	X	X	X
Replace appliances with Energy STAR rated appliances as needed	X	X	X	X
Upgrade insulation/building envelope while conducting other essential building work (e.g. asbestos removal) where feasible		X	X	X
Replace windows and doors with high efficiency according to replacement schedule/need		X	X	X
Replace mechanical equipment with high efficiency according to replacement schedule/need		X	X	X
GHG Emission Reduction Potential: 67 tonnes of CO₂e/per year				
Strategy 5: Utilize renewable energy sources				
Continue to install solar photovoltaic panels and other renewable energy options when feasible	X	X	X	X
GHG Emission Reduction Potential: 3 tonnes of CO₂e/per year				
Fleet				
Strategy 6: Transition the municipal fleet to be more efficient and less carbon emitting				
Consider the development and implement a Green Fleet Strategy and replacement schedule				
<ul style="list-style-type: none"> Right sizing vehicle/appropriate vehicle class (fit-for purpose vehicles) through replacement schedule Transitioning to low emission and alternative fuel vehicles (e.g. clean diesel, advanced natural gas, ethanol, or hybrid) Use of anti-idling technology Fuel and vehicle performance monitoring 		X	X	X
Develop and implement a no idling policy	X			
Implement an operator training and education program (e.g. eco driving)		X	X	X
Continue with preventative maintenance program for vehicles and equipment	X	X	X	X
GHG Emission Reduction Potential: 101 tonnes of CO₂e/per year				
Water Services				
Strategy 7: Enhance operational efficiency of the water services system				

Maintain mechanical equipment at the Millbrook Wastewater Treatment Plan as part of the expansion	X			
Review and optimize pumps and blowers	X			
Continue to deliver preventative maintenance program			X	X
Continue to deliver operator training and education program	X	X	X	X
Continue to monitor and track energy performance	X	X	X	X
GHG Emission Reduction Potential: 8 tonnes of CO₂e/per year				
Streetlighting				
Strategy 8: Improve energy efficiency of the streetlighting system				
Implement LED street lighting and parking lot lighting replacement program	X	X		
GHG Emission Reduction Potential: 7 tonnes of CO₂e/per year				
Solid Waste				
Strategy 9: Reduce the amount of organic waste generated through municipal operations				
Continue to participant in the office waste diversion program	X	X	X	X
Consider implementing office organic waste diversion through use of backyard composters in conjunction with community gardens			X	
Implement staff education and awareness program related to waste minimization and diversion			X	
Explore source separation of waste in public areas (e.g. parks, downtown)				X
GHG Emission Reduction Potential: 13 tonnes of CO₂e/per year				

Decarbonization of Electricity Grid

Since the baseline year of 2011, the Province of Ontario has taken steps to reduce the GHG emissions associated with the electrical grid. For example, it closed all of its coal-fired power plants. This in turn will result in significant GHG Emission Reduction Potential for Cavan Monaghan’s corporate emissions, totalling 65 tonnes of CO₂e/per year.