



# Committee Report

<b>To:</b>	Chair Carleton and Members of the Climate Change Task Force
<b>Committee Date:</b>	April 1, 2021
<b>Subject / Report No:</b>	PDR-CCTF-01-21 Climate Change Action Plan Update and Staffing Needs
<b>Title:</b>	Climate Change Coordinator Report
<b>Prepared by:</b>	Scott Taylor
<b>Reviewed by:</b>	Hiba Hussain, Randy Scherzer, and Kim Wingrove
<b>Lower Tier(s) Affected:</b>	All municipalities within Grey
<b>Status:</b>	

## Recommendation

1. That Report PDR-CCTF-01-21 be received; and
2. That staff be directed to hire a Climate Change Coordinator for a two-year contract, to fulfill the responsibilities as outlined in the job description; and
3. That the Climate Change Coordinator position be funded from the Energy Audit Reserve for the duration of 2021 and included for consideration in the 2022 Budget; and
4. That the Climate Change Coordinator position be re-evaluated before the two-year contract is complete, to determine if the contract should be extended, ended, or converted into a full-time staff position.

## Executive Summary

The County is currently in the process of creating a Climate Change Action Plan (CCAP) with consulting firm ICLEI Canada. Once complete, the CCAP will contain a series of strategies and actions for the County to complete. Currently the County has a number of roles in various departments that contain elements of environmental efficiency, energy management, and policy oversight. The County does not have any positions whose sole focus is climate change mitigation or adaptation. Many of our member municipalities are in a similar situation with respect to climate change staff resources. With the amount of implementation work that will be required from the CCAP, County staff are recommending that a Climate Change Coordinator be hired on a two-year contract to assist the County's implementation of the CCAP and to act as a resource for County departments and municipal staff. Hiring the Climate Change Coordinator

ahead of the finalization of the CCAP would also allow for their input and expertise into the Plan before it is completed.

## Background and Discussion

The County is nearing completion on its first Climate Change Action Plan (CCAP). More information on the progress of the CCAP can be found at this [link](#). The County has hired ICLEI Canada to complete the CCAP. Up until March 19, 2021, Hiba Hussain was the lead County staff person overseeing this project, however Hiba has since taken a position elsewhere. It is anticipated that County staff will have a draft CCAP ready to share with member municipalities and the public for review and comment over the next month or two.

County staff have also recently engaged municipal Chief Administrative Officers (CAOs) on the municipal ability to implement the direction of the CCAP or similar municipal strategies. Many CAOs noted that municipal staff and resources are already 'stretched thin' and that they do not have the current capacity to take on additional projects. Accordingly, many of the CAOs expressed a desire for the County to take the lead on climate change, in close consultation with municipalities. The model used for the Community Safety and Wellbeing Plan was cited as an avenue to explore in this regard.

The CCAP will contain a series of strategies and actions for the County to implement to reduce its greenhouse gas (GHG) output at the corporate and community level. One of the draft recommendations from the CCAP is to hire a Climate Change Coordinator to oversee the implementation of the CCAP. This Coordinator would need to work with all County departments, municipal staff, and community partners to implement the actions in the CCAP.

A number of municipalities across Canada have Climate Change Coordinators or similar positions. Table 1 below shows a sample of municipal positions and salary ranges based on recent job postings.

Table 1: Climate Change Coordinator Position Comparison

Municipality	Salary Range (Annual)	Contract / Full Time
Municipality of North Perth, ON	\$49,340 - \$60,569	Contract with Possibility for Extension
City of Mississauga, ON	\$62,265 - \$83,021	Full Time
Town of Sidney, BC	\$64,974 - \$70,597	2 Year Contract
City of Orangeville, ON	\$64,391 - \$75,311	2 Year Contract
Credit Valley Conservation, ON	Starts at \$63,775	1 Year Contract
Wellington County, ON	\$71,726 - \$83,902	2 Year Contract
Town of Portugal Cove-St. Philips, NL	\$40,000	2 Year Contract
Whistler, BC	Not Listed	Full Time
Town of The Blue Mountains, ON	\$57,598 - \$67,384	Full Time
Huron, County, ON	\$60,624 - \$67,940	2 Year Contract
Simcoe County, ON	\$80,966 - \$97, 158	Full Time

It is worth noting that some of the jobs listed in Table 1 have varying levels of responsibility, including some which manage staff, and others who do not. Some municipalities also have multiple staff on this portfolio, whereas others have a sole staff person in the role.

Staff are recommending hiring the Climate Change Coordinator ahead of the completion of the CCAP for the following reasons:

1. in order for the Climate Change Coordinator to have input into the finalization of the CCAP, including sharing their expertise on the Plan,
2. to assist in the public and municipal engagement components of the CCAP, and
3. current staff workloads do not allow for the necessary action to be taken on implementing the CCAP.

In addition to working with internal County departments, a key component of this Climate Change Coordinator role would be assisting member municipalities and community organizations on climate change mitigation and adaptation.

Staff have attached a draft Climate Change Coordinator job description to this report. Staff are recommending that the position be hired as a two-year contract. Prior to the end of the contract, staff would evaluate whether the contract needs to be extended, terminated, or included in a future County budget as a full-time position.

## Legal and Legislated Requirements

There are no legislated requirements for the County to have such a position. However, there are increasing requirements for policy and action on climate change, including but not limited to asset management, energy use tracking, and under the *Planning Act* which this position would be responsible for helping to address.

## Financial and Resource Implications

Based on a preliminary review of associated positions at other municipalities, staff see this position fitting within grade 10 in the non-union salary grid, roughly between \$65,000 - \$75,000 per year. The job description has not been evaluated by the non-union job evaluation committee yet. It is proposed that this position would be funded from the Energy Audit Reserve for the duration of 2021, and included for consideration in the 2022 budget. The Energy Audit Reserve has a 2021 projected year-end balance of \$153,158.

## Relevant Consultation

- Internal: Planning, CAO, Finance
- External: Member Municipalities and ICLEI Canada

## Appendices and Attachments

[Draft Climate Change Coordinator Job Description](#)