



Committee Agenda

Climate Change Task Force

April 1, 2021 – 10:00 AM

Electronic Meeting, Grey County Administration Building

1. Call to Order

2. Declaration of Interest

3. Delegations

4. Reports

a) PDR-CCTF-01-21 Climate Change Coordinator

That Report PDR-CCTF-01-21 be received; and

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

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

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.

b) PDR-CCTF-02-21 Regional Electric Vehicle Charging Network Initiative

That Report PDR-CCTF-02-21 be received for information; and

That staff be directed to support the Regional Electric Vehicle (EV) Charging Network initiative and the feasibility study; and

That the County makes a grant of \$5,000, along with in-kind staff resources, to the County of Wellington for the project, contingent on the other project partners matching grant contributions; and

That Grey County's contribution to the Regional EV Charging Network Initiative be funded from the Energy Audit Reserve.

- c) Update on Next Steps for the Climate Change Action Plan (Verbal)

5. Other Business

6. Next Meeting Dates

- a. To Be Determined

7. Adjournment



Committee Report

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

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](#)



Committee Report

To:	Chair Carleton and Members of the Climate Change Task Force
Committee Date:	April 1, 2021
Subject / Report No:	Electric Vehicle Charging Network / PDR-CCTF-02-21
Title:	Regional Electric Vehicle Charging Network Initiative
Prepared by:	Hiba Hussain
Reviewed by:	Randy Scherzer
Lower Tier(s) Affected:	All municipalities within Grey
Status:	

Recommendation

- 1. That Report PDR-CCTF-02-21 be received for information; and**
- 2. That staff be directed to support the Regional Electric Vehicle (EV) Charging Network initiative and the feasibility study; and**
- 3. That the County makes a grant of \$5,000, along with in-kind staff resources, to the County of Wellington for the project, contingent on the other project partners matching grant contributions; and**
- 4. That Grey County's contribution to the Regional EV Charging Network Initiative be funded from the Energy Audit Reserve.**

Executive Summary

The County of Wellington is proposing to develop a preliminary regional electric vehicle charging network strategy with neighboring partners which include the Counties of Dufferin, Perth, Huron, and Grey, in addition to Grey-Bruce Public Health, City of Guelph and Our Energy Guelph (hereafter referred to as the partners).

The network strategy will primarily focus on assessing the existing and planned charging stations and conduct a charging station gap analysis to provide the partners and communities with future planning for an electric vehicle charging network. Wellington County, on behalf of the partners will apply for grant funding to the Federation of Municipalities (FCM) to conduct a feasibility study to see the viability of developing an electric vehicle charging network across partner jurisdictions. Each of the partners in the network the group is being asked to contribute \$5,000.00 and in-kind staff resources toward the project.

Background

The County of Grey has been working with ICLEI Canada to develop a Climate Change Action Plan (CCAP) that will help the County and its partners reduce their impact on the environment. Throughout the consultation for the CCAP, staff have heard from Council and members of the community to prioritize the development of electric vehicle charging stations. As electric vehicle technology evolves and advances, we are seeing more people choose electric cars over high-carbon powered vehicles. This shift in consumer habits requires the County to be proactive and ensure that adequate infrastructure exists within our region to allow the public to travel freely using this new technology.

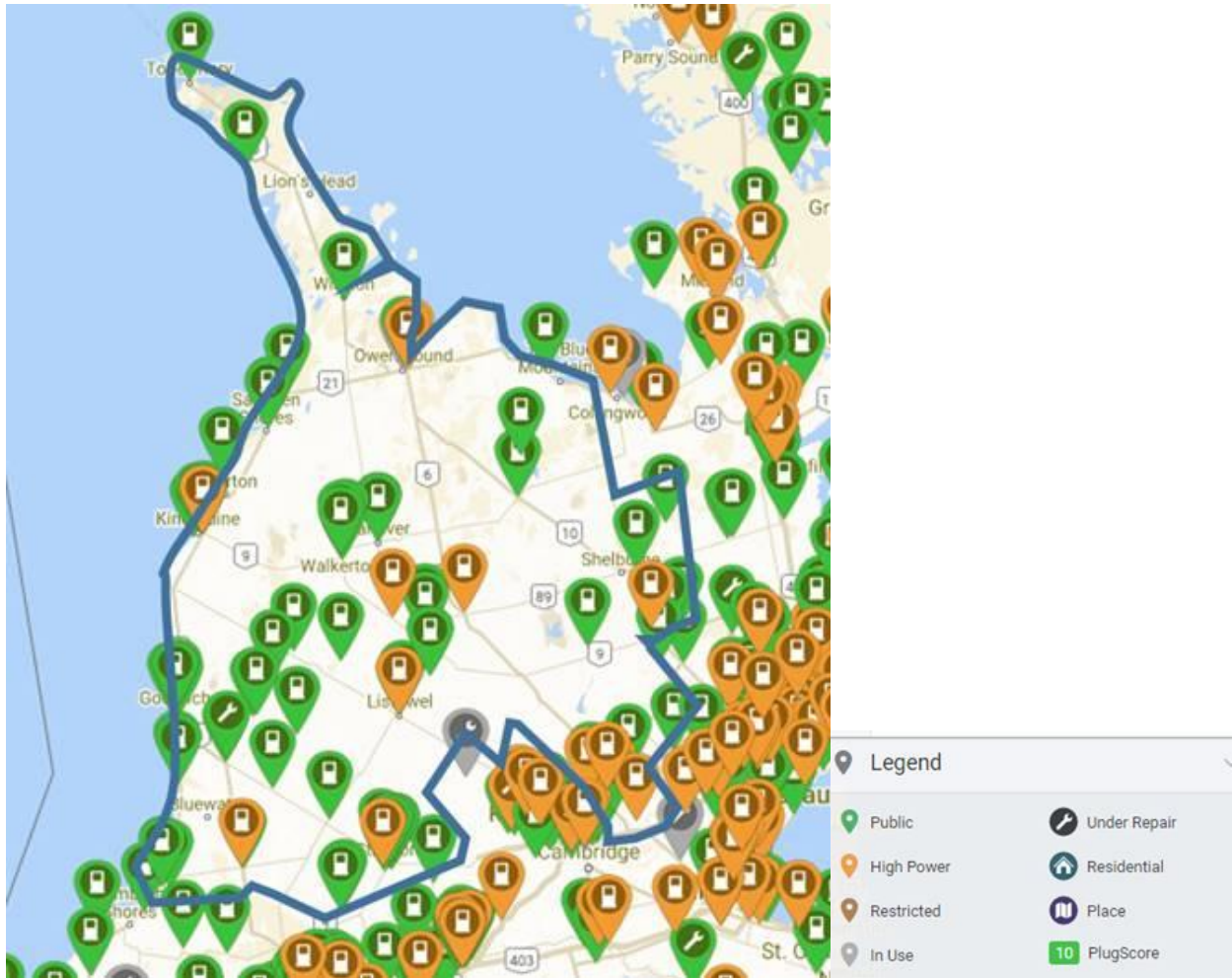
Grey County Planning and Tourism staff have been working with the County of Wellington and neighbouring municipalities to investigate and support establishing an electric vehicle charging station network that will bridge the gap of charging infrastructure between Highway 401 and Lake Huron and Georgian Bay to the Bruce Peninsula. The opportunity to create a network in this region has been identified as a key opportunity for tourism, economic development and acceleration of electric vehicle adoption.

The partners have expressed interest in a collaborative approach for the development of an electric vehicle charging station network and acknowledge the benefit of pooling staff resources and funding. This interconnected approach also allows for connectivity in hard infrastructure that is critical to transitioning to electric vehicles.

The partners will be applying to FCM's Green Municipal Fund (GMF). Through the GMF, FCM provides grants and resources to support environmentally sustainable municipal feasibility studies. FCM grants covers up to 50% of eligible costs (to a maximum of \$175,000) to undertake plans and feasibility studies. If the network's proposal is accepted, the funding will be utilized to hire a consultant to conduct a feasibility study that looks at the viability of developing charging stations in the region.

In addition to the grant funding, the network will require its partners to cover the remaining 50% of the cost to conduct this study. The network is looking for a financial commitment of \$5000.00 and staff time from each partner to supplement the consulting cost not covered by the funding. The total cost to conduct the feasibility study is expected to be approximately \$70,000.00.

A Memorandum of Understanding (MOU) has been developed to clarify the roles and responsibilities between the partners, and for the submission of a funding application to FCM GMF grant. It is expected that the funding application will be submitted in April 2021, the project will commence in August 2021 and be completed in March 2022.



Map 1 – Study Area of the Feasibility Study. (Courtesy of Plugshare)
[PlugShare - EV Charging Station Map - Find a place to charge your car!](https://www.plugshare.com/)

Discussion

A number of the partners have individually planned and implemented various electric vehicle charging networks over the past 5 years. Charging infrastructure has been installed in some areas as a response to acquiring supportive funding. Many stations are located to support municipal staff and community members at town halls, recreational facilities, and in public parking lots. These facilities have often been installed without consideration of the distance between chargers, connections along travel routes, or supporting economic development by strategically locating charging stations in close proximity to tourist destinations (e.g. restaurants, attractions, shopping, etc.).

The preliminary regional electric vehicle charging network feasibility study will review existing electric vehicle charging and propose a strategy to expand the network to support the transition to electric vehicles and economic development. The feasibility study will be utilized as a guide for local and regional municipalities and private enterprises to plan and install infrastructure in a thoughtful manner. The feasibility study is also an opportunity to engage with the community about electric vehicles to support their adoption.

The following are the areas of study for the preliminary regional electric vehicle charging network feasibility study:

- Geospatial analysis of existing charging stations in study area,
- Modelled design of future regional network,
- Criteria for site selection with emphasis on tourism and economic development,
- Identification of proposed charging locations, and
- Identification of opportunities for solar array charging station.

The network will not be committing its partners to any development or allocation of resources for future EV charging stations through this feasibility study. The feasibility study will serve the purpose of planning, modelling and identification only. This study could be shared within the public and private sectors to help drive the business case for additional charging infrastructure.

The consultant team will engage and involve staff from the partner organizations, as well as expected to engage local utilities and other agencies. Public consultation may also be part of the study requirements. The project is anticipated to commence in August 2021 and completed in March 2022.

The County of Wellington will provide project management services for the development of the study and serve as the lead applicant for the funding submission. The County of Wellington will administer the funding agreement and provide records to the partners. The partners will enter into a memorandum of understanding with respect to this project. Staff will enter into this service agreement as per the Delegation of Duties By-law.

Legal and Legislated Requirements

There are no legal or legislative considerations at this time.

Financial and Resource Implications

Each partner is being asked to commit to funding the preliminary electric vehicle strategy to a maximum of \$5,000.00 each plus staff time. Grey County's financial contribution is proposed to be funded from the Energy Audit Reserve. The Energy Audit Reserve has a 2021 projected year-end balance of \$153,158.

Relevant Consultation

- Internal: Transportation Services, Economic Development and Tourism, CAO, and Finance
- External: Member municipalities, local utilities

Appendices and Attachments

None