



Project Charter – 1.1 Climate Change Mitigation and Resiliency

Function: Engineering Services

Project Team

Project Manager: Director of Engineering
Project Coordinator: Engineering Coordinator

Summary

Development of a corporate climate change plan building off of the Grey County Climate Change Action Plan to develop a Meaford specific approach. The climate change plan will focus on scope 1 carbon classification and consider scope 2 and scope 3 carbon classifications for items of significant impact. The Plan will identify action items the Municipality will take to reduce CO₂ emissions and improve resiliency.

Deliverables and Objectives

- Background information of climate change projects completed to date by the Municipality.
- Identify current municipal CO₂ emissions.
- Develop action items to reduce municipal CO₂ emissions and include corporate climate change resiliency.
- Have corporate Climate Action Plan approved by Council
- Identify a communication plan to identify municipal Climate Action Plan and County initiatives that impact Meaford residents.

Benefits

- Reduction of CO₂ emissions.
- Reduced energy consumption leading to reduced energy costs.
- Reduce municipal infrastructure vulnerability to climate change.
- Incorporate climate action into the capital planning process.

- Have background knowledge of what the Municipality has done to date and the direction going forward.

Scope Description

The Climate Change Mitigation and Resiliency project will focus on the corporate climate change actions to reduce impacts on the environment.

This will include the following:

- Develop a list of projects already completed by the Municipality to reduce CO₂ emission and energy consumption, as well as project to increase the Municipality's resiliency to the impacts of climate change.
- Identify existing municipal CO₂ emissions.
- Set a climate change goal for the Municipality.
- Develop a plan to reach the climate change goal which will include capital projects and corporate initiatives.
- Identify projects and processes to increase the Municipality's ability to respond to the impacts of climate change at a corporate level.

The Municipality will work with the County and neighbouring municipalities to reach the climate change goal.

The Municipality will communicate community climate actions items being undertaken by the County to increase promotion in Meaford.

The Municipality will consider scope 2 and scope 3 carbon classifications wherever possible, and will include climate change impacts in ongoing decision making. This will include the potential integration of waste management opportunities, and ways to recognize the importance of shoreline protection.

Out of Scope

- Implementation of capital projects and corporate initiatives identified in the Climate Action Plan. These items will be further scoped and approved by Council through the budget process.
- Implementation of climate resilience projects identified in the Climate Action Plan. These items will be further scoped and approved by Council through the budget process.
- Community lead climate change action items.

Climate Action Plan Process

Staff are currently working to collect background information from municipal departments to identify the projects that have been completed to date that have allowed for a reduction of CO₂ emissions or increased asset resiliency.

A review of current operations will be completed to calculate the existing CO₂ emissions for the Municipality. This will help identify areas of more significant CO₂ emissions and will be the basis for developing a climate change action plan.

The County Climate Action Plan and other municipal action plans will be reviewed and become the basis for the development of corporate climate action items. Following development of a corporate action plan staff will bring a report to Council for approval.

Next Steps

Following approval of the Climate Action Plan, further actions will be taken through budget approval and further development of corporate action items. This will include communication with the public and Council to provide updates on CO₂ emission reductions and improved climate resiliency.

Schedule

The following is the description of the time forecasted to complete the necessary work in each stage assuming that there are no, or very limited additional human resources available to Municipal staff to complete the work.

Background Review – **6 months**

Calculate CO₂ emissions – **2 months**

Develop Corporate Climate Action Plan – **6 months**

Council Report – **2 months**

Communication with County – **Ongoing**

Risks

Risk Description	Probability	Impact <i>significance</i>	Action to Avoid Risk
Staff resourcing - There is currently no staff member responsible for climate change other than the Director of Engineering.	Medium	<i>High</i>	Will identify internal needs to determine that current or new role will be needed to developed to facilitate this work.
Desire for additional scope	Medium	<i>Medium</i>	Stick to the project charter scope and identify additional projects if necessary to deal with other items being requested. Additional projects will not have same the priority.
Financial resourcing – Having necessary financial resources to implement action items following completion of the project.	Medium	<i>Low</i>	Ensure there are projects with varying costs to reduce climate change and incorporate action items into future asset management planning to understand long term impacts.

Budget / Resources

The Climate Action Plan will be developed internally by staff and therefore a significant amount of staff time will need to be resourced to complete each task. Currently there is no staff member that deals with climate change

other than the Director of Engineering. A review of internal resourcing needs to be completed to determine if additional staffing is required to complete the action plan and then move forward with implementation following completion.

Additional resourcing will be required for community communications to develop the Meaford Action Plan and to communicate County initiatives to Meaford residents.

Depending on the existing energy use data available additional collection may be required as part of this project. An energy audit would be completed by a consultant and the required funds would have to be budgeted for this work. The cost will be dependent on the information currently available and what is type of collection is required.

The estimated staff hours for this project are 350 hours.

Charter Adoption

Date: _____

CAO: _____

Project Manager: _____

Appendix 1 – Project Governance (RASCI) Responsibility Assignment Matrix

Individual	Responsible	Accountable	Supportive	Consulted	Informed	Expertise / Reasoning
<i>Director of Engineering</i>	X					<i>Provide direction on corporate plan</i>
Climate Change Position		X				<i>Implement project deliverables</i>
Communications			X			
Facilities/Fire/Transportation/Environmental Services			X			<i>Have knowledge of historic projects and existing usage</i>
Directors				X		<i>Corporate initiatives</i>

Individual	Responsible	Accountable	Supportive	Consulted	Informed	Expertise / Reasoning
						<i>reviewed by Directors</i>

Responsible – The project owner. There can be multiple people responsible for a task.

Accountable – This person has final control over a project task and the resources associated with it. They will generally assign and delegate project work responsibilities. Only one person accountable to one task.

Supportive – Supportive people are able to provide resources to the Responsible project team members. They are actively involved in working with the Responsible person to see the project through to completion. Supportive persons and Responsible persons both have the same goals to achieve.

Consulted – Those who are Consulted are there to help the Responsible person finish tasks with success. These people can be consultants in their respective field that bring valuable subject matter expertise to the project.

Informed – These are people who need to be kept in the loop during the project life-cycle. Due to their status as a project stakeholder or the fact they will be impacted by the project, they will need to be informed about progress, at all stages, up-to and including project completion.