



ENVIRONMENTAL SUSTAINABILITY POLICY ADVISORY COMMITTEE AGENDA

Thursday, December 12, 2024

5:30 p.m.

Charlie Ward Room, Brantford City Hall

58 Dalhousie Street, Brantford

This meeting will be held in a hybrid format (virtual and in-person). A request to delegate can be completed by visiting the City's webpage [Speaking at a Council Meeting](#).

To join this hybrid meeting, please call 1-647-374-4685 and enter the Meeting ID 962 3899 8393 or join via [Zoom Meetings](#).

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THAT Report 2024-634 "2025 Schedule of Reports" BE RECEIVED.
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This is a reduced report template to be used for Staff to present a report to a Task Force or Advisory Committee ONLY.

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Date December 12, 2024 **Report No.** 2024-634

To Chair and Members
Environmental and Sustainability Policy Advisory Committee

From Gagan Batra
Manager, Business Support and Sustainability

1.0 Type of Report

Consent Item

Item For Consideration

2.0 Topic **2025 Schedule of Reports [Financial Impact: None]**

3.0 Recommendation

A. THAT Report 2024-634 “2025 Schedule of Reports” BE RECEIVED.

4.0 Background

This report outlines a proposed schedule of reports to be brought to ESPAC throughout 2025 for their feedback. As part of the mandate and composition review of ESPAC that occurred in 2024, members requested staff to present them with a roadmap of reports in December that staff plan to bring to the Committee for the 2025 year.

At the Appointments Committee meeting on November 22, 2022, City Council approved [Report 2022-601](#), titled “City Advisory Committee and Task Force Review” which included revising the mandate for ESPAC and the meeting

frequency. ESPAC used to meet every month, however, following the approval of Report 2022-601, ESPAC has standing meetings every two months or at the call of the Chair.

5.0 Analysis

Table 1 outlines a schedule and list of proposed reports that staff will bring to ESPAC. The list was developed based on reports staff regularly bring to ESPAC and projects that are currently being worked on.

Table 1: ESPAC Meeting Schedule and Proposed Reports

ESPAC Meeting	Proposed Reports
February	<ul style="list-style-type: none"> GreenER Awards Promotional Campaign Invasive Species Management Plan
April	<ul style="list-style-type: none"> 2025 Climate Action Implementation Plan GreenER Awards Nomination Review ESPAC Budget
June	
August	
October	
December	<ul style="list-style-type: none"> 2025 Climate Action Plan Annual Update

There are currently no planned reports for June, August, or October. Should members of ESPAC request an additional report from staff or wish to discuss a particular item, the Chair can work with the staff liaison to add items to the agenda throughout the year as long as it is within the mandate or members can bring forward a Notice of Motion. The updated mandate for ESPAC following the 2024 Committee review and as approved by City Council on October 29, 2024 is attached as Appendix A, titled ESPAC Updated Mandate 2024.

6.0 Financial Implications

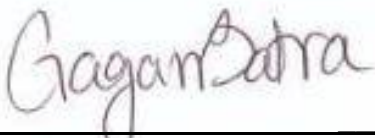
There are no financial implications resulting from this report.

7.0 Climate and Environmental Implications

There are no climate and environmental implications associated with this report.

8.0 Conclusion

This report provided a schedule of proposed reports to be brought to ESPAC throughout 2025.



Gagan Batra
Manager, Business Support and Sustainability

Prepared By:

Rebecca Szczepanowski, Climate Change Officer

Attachments (if applicable)

Appendix A – ESPAC Updated Mandate 2024

Copy to:

N/A

In adopting this report, is a by-law or agreement required? If so, it should be referenced in the recommendation section.

By-law required yes no

Agreement(s) or other documents to be signed by Mayor and/or City Clerk yes no

Is the necessary by-law or agreement being sent concurrently to Council? yes no

Schedule '11'- The Environmental and Sustainability Policy Advisory Committee

1. Name of Board or Advisory Committee

The Environmental and Sustainability Policy Advisory Committee

2. Concise Statement of the Purpose of the Board or Advisory Committee

The purpose of the Environmental and Sustainability Policy Advisory Committee is to advise Council and make recommendations with respect to environmental municipal sustainability matters.

3. Mandate of Board or Advisory Committee

The mandate of the Environmental and Sustainability Policy Advisory Committee is to:

- (a) advise Council on and assist staff with matters that relate to the items contained in the Brantford Community and Corporate Climate Change Action Plans which include sustainability; and
- (b) administer and support the City of Brantford Green Environmental Recognition Awards Program (GreenER) (the "Award") as approved by Council, with authority to select Award recipients to be recognized at a meeting of Council; and
- (c) promote and undertake educational, outreach and other activities related to the environment and municipal sustainability, as approved by City Council.
By-law 145-2024, 29, October, 2024

4. Composition of Board or Advisory Committee

Total of twelve members, consisting of two member of Council, plus ten other members, all appointed by Council to represent the following interest groups:

- (a) two members of Council; By-law 184-2022; 20 December, 2022
- (b) one member chosen from among the nominees of Wilfrid Laurier University, Conestoga College, Six Nations Polytechnic and any other Post-Secondary Education establishments within the municipality;
- (c) one nominee of the elected Council of the Six Nations of the Grand River;
- (d) eight members chosen from the public, selected from among persons who have qualifications and relevant experience, including but not limited to:

- i. Awareness and interest in environmental and municipal sustainability;
- ii. Knowledge, skill, or experience in the development of:
 - a. Environmental or integrated community sustainability plans
 - b. Detailed strategies
 - c. Action plans, or
 - d. Environmental and sustainability priorities in a municipal setting
- iii. Availability to attend Committee and Sub-Committee meetings.

5. Lengths of Terms of Members of Board or Advisory Committee

Four years, with appointments to be staggered so that approximately half of the positions terminate and are eligible for new appointments on a biennial basis. Despite the foregoing, the member of Council shall have a one year term.

6. Reporting structure through which the Board or Advisory Committee will report to Council

The Environmental Policy and Sustainability Advisory Committee shall report to Council through the Committee of the Whole - Operations.

7. Administrative Department of the City which shall provide administrative support to the Board or Advisory Committee

- (a) Administrative Support and Minutes
Administrative Support shall be provided by staff from within the Clerk's Services Department.
- (b) Staff Liaison
Climate Change Officer - Public Works Commission. By-law 204-2021, 27 October 2021.

8. Budgetary Support

The Budget for the Environmental Policy Advisory Committee shall be submitted along with and determined as part of the budget deliberations for the Public Works Commission's Budget. By-law 65-2016, 26 April, 2016

9. Special Provisions

Representatives from the Ministry of Natural Resources, Ministry of the Environment and the Grand River Conservation Authority will be invited to attend meetings and offer technical support only. These representatives shall be deemed to be non-members attached as liaisons as outlined in Section 26.5.8 of this Chapter.



Alternative formats and communication supports available upon request. Please contact accessibility@brantford.ca or 519-759-4150 for assistance.

Date December 12, 2024 **Report No.** 2024-633

To Chair and Members
Environmental and Sustainability Policy Advisory Committee

From Gagan Batra
Manager, Business Support and Sustainability

1.0 Type of Report

Consent Item [X]
Item For Consideration []

2.0 Topic **2024 Climate Change Action Plan Annual Update** **[Financial Impact: None]**

3.0 Recommendation

A. THAT Report 2024-633 “2024 Climate Change Action Plan Annual Update”
BE RECEIVED.

4.0 Background

In December 2019, Brantford City Council declared a Climate Emergency, committing the City, in principle, to becoming carbon neutral by 2050. In response to this declaration, a carbon reduction strategy was developed in the form of the Corporate Climate Change Action Plan (CCAP), approved in November 2020 in [Report 2020-472](#) titled “Corporate Climate Change Action Plan and Climate Lens Assessment”, and the Community Climate Change Action Plan, approved in July 2022 in [Report 2022-428](#) titled “Brantford Community Climate Change Action Plan”. These Plans included emission reduction targets for both the Corporation and the community as well as a list of

action items to reduce emissions. Progress against the emissions reduction targets are presented in the updated emissions inventories presented to Council every two years. The next emissions inventory is scheduled to be presented in 2025. The Reports also directed staff to bring forward annual updates on the progress of the CCAPs. This report provides an update on Brantford's climate action in 2024.

Additionally, in September 2024 in [Report 2024-198](#) titled "Corporate Climate Change Action Plan Update", City Council approved the emissions reduction targets as outlined in the Corporate and Community CCAPs to remain the same. In 2025, staff will begin engagement for updating both Plans.

5.0 Analysis

This update report provides information on the progress made on climate action in the City of Brantford.

5.1 Partners for Climate Protection Milestones

The City of Brantford has been a member of the Partners for Climate Protection (PCP) network since 1996. This network is managed by the Federation of Canadian Municipalities (FCM) and Local Governments for Sustainability (ICLEI) and provides valuable support and frameworks for municipalities to develop climate mitigation plans.

The milestones within the PCP program include the following:

1. Establish Baseline GHG Emissions Inventory
2. Set Emissions Reduction Targets
3. Prepare a Climate Change Action Plan
4. Implement Climate Change Action Plan
5. Monitor Results of Climate Change Action Plan

As of February 2024, the City of Brantford achieved Milestone 5 of 5 of the Corporate and Community streams by monitoring and reporting results of the Climate Change Action Plans and updating the Corporate and Community Emissions Inventories. Moving forward, the City will continue to implement its CCAPs and monitor results through updated emissions inventories.

5.2 Clean Brantford

A Clean Brantford Campaign was launched in 2020 to promote litter reduction amongst community members. Each year around Earth Day, the City hosts a Let's Clean Our City community litter pick up event. The 2024 event took place on April 21 and 22 where over 2,300 residents participated in picking up litter around their neighbourhoods, trails, and the Grand River. Residents were encouraged to dispose of any litter collected as part of their regular garbage collection or dispose of larger amounts at one of three disposal areas. A total of 170 kilograms of litter was collected across the three disposal sites and taken to the Mohawk Street Landfill.

5.3 Corporate Climate Change Action Plan Annual Update

The Corporate CCAP has now been under implementation for four years. Table 1 summarizes the action items completed in 2024 by the various departments, the associated action item identified in the CCAP, a description of the work, and a measurable emissions reduction. Not all work has had a measurable emissions reduction associated with them yet because it is either preparatory work for future emissions reduction or is a Corporate and community benefit that is difficult to quantify.

Table 1 Corporate Climate Change Action Plan work completed in 2024

Department	Action Item	CCAP Item	Description	Emissions Reduction (T of CO ₂ e)
Priority Actions				
Fleet	Purchase electric vehicles	Convert light duty autos to electric	<ul style="list-style-type: none"> 2 EVs were delivered and replaced gas vehicles 3 EVS purchased in 2024, to be delivered in Q3 2025 	9.86 (annual) 69.02 (lifetime)
Parks and Recreation	Tree planting	Tree canopy expansion	<ul style="list-style-type: none"> Planted 346 trees at City parks and City Right-of-Way Partnered with Brant Tree Coalition to plant 4,101 trees at community tree planting events 	98 (annual) 5,880 (lifetime)

Department	Action Item	CCAP Item	Description	Emissions Reduction (T of CO ₂ e)
Business Support and Sustainability (BSS)	Corporate Building Retrofit Guideline	Building Retrofit Strategy	<ul style="list-style-type: none"> Complete Existing buildings to be retrofitted with a zero over time approach 	Expected: 6,457 once all buildings retrofitted
Short Term Actions				
Fleet	Transit Optimization Study	Route Planning	<ul style="list-style-type: none"> Complete Transit routes redesigned to encourage transit use Improvements to transit service 	Not quantified
Fleet	EV Chargers	Convert light duty autos to electric	<ul style="list-style-type: none"> 3 Level 2 chargers were purchased in 2024 1 charger has been installed, the other 2 chargers will be installed by year end 	Not quantified
Fleet and BSS	Fleet Optimization Strategy	Optimizing Fleet	<ul style="list-style-type: none"> Outlines strategies for purchasing vehicles, vehicle sharing, right sizing, and decommissioning 	Not quantified
Operational Services	LED Streetlight Upgrade	Convert HPS bulbs to LED	<ul style="list-style-type: none"> From January to October 2024, 745 HPS bulbs were converted to LED and 302 new LED fixtures were installed Additional 350 HPS planned to be replaced by the end of the year 75% of all streetlights have been converted to LED to date 	3.68 (annual for difference in converted to LED and new LED) 66.3 (lifetime)

Department	Action Item	CCAP Item	Description	Emissions Reduction (T of CO ₂ e)
BSS	Building Operations and Maintenance Standard	Building Operations and Maintenance Standard	<ul style="list-style-type: none"> In progress Optimize how all City buildings are operated Provide scheduling and temperature set point standards to maintain indoor air quality and comfort while reducing energy 	Not quantified
Environmental Services	Wastewater Reduction Programs	Wastewater Reduction Programs	<ul style="list-style-type: none"> Ongoing Implemented an aeration control program in April 2024 Electricity consumption reductions seen from April to August 2024, reductions expected to continue 	18 (over 5 month period) 396 (anticipated lifetime)
Other Actions				
Environmental Services	WWTP Energy Audit		<ul style="list-style-type: none"> In progress To be completed Q1 2025 Outline energy conservation measures for the wastewater treatment plant 	Not quantified
Environmental Services	WTP Building Commissioning		<ul style="list-style-type: none"> In progress To be completed Q1 2025 Outline measures to improve BAS system and operate building more efficiently 	Not quantified

Department	Action Item	CCAP Item	Description	Emissions Reduction (T of CO ₂ e)
BSS and Parks & Recreation	Private Tree By-law		<ul style="list-style-type: none"> Private Tree Protection by-law implemented June 2024 Purpose is to protect healthy trees from being cut down 	Current tree canopy sequesters ~ 15,000 T of CO ₂ e per year
Engineering Services	Animal Control Building		<ul style="list-style-type: none"> Designed to be net-zero or net-zero ready 	Minimal additional emissions
BSS	Invasive Species Management Plan		<ul style="list-style-type: none"> In progress Plan for the removal and management of invasive species 	Not quantified
Total Emissions Reductions from 2024 Projects				130 T of CO₂e (annual)* 6,411 T of CO₂e (lifetime)

* Only those projects that have resulted in immediate reductions in 2024 are included in the total emissions calculations. The expected emissions reductions from retrofitting all Corporate existing buildings are omitted as the buildings have not yet been retrofitted. As well, the emissions sequestered by the current tree canopy is omitted from the total.

In addition to the above action items, through consultation with community members, suggestions to further reduce emissions have been incorporated. For example, City grass cutting operations have been reduced along Gilkinson Road, Rotary Park, Brier Park, the New Forest in the City, and Holmdale and this results in emissions reductions from decreased equipment use and also naturalizes the areas which has a positive impact on biodiversity, soil health, and water infiltration.

5.4 Community Climate Change Action Plan Annual Update

The Community CCAP has now been under implementation for two years. The Plan focuses on actions that community members can take to reduce their own emissions, equipping them with tools to make behavioural changes. Table 2 summarizes the action items completed in 2024. These action items are focused on spreading information about climate action and are preparatory in nature and do not have any quantifiable impact on emissions.

Table 2 Community Climate Change Action Plan work completed in 2024

Action Item	CCAP Item	Description	Metrics
Transit Optimization Study	Complete Transit Route Optimization Study	<ul style="list-style-type: none"> Complete Transit routes redesigned to encourage transit use Improvements to transit service 	Not quantified
Explore green development standards for new homes	Explore green development standards for new homes	<ul style="list-style-type: none"> Staff partnered with ICLEI Canada to develop a roadmap and explore options 	Not quantified
Home Energy Retrofit Program	Explore Home Energy Retrofit Loan/Grant Programs	<ul style="list-style-type: none"> In progress City partnered with Clean Air Partnership to conduct a study on implementing a Home Energy Retrofit Program 	Not quantified
Home Energy Savings Guide	Increase resources to educate the community on climate change	<ul style="list-style-type: none"> In progress Resource for homeowners to reduce energy consumption 	Not quantified
Tree planting	Tree canopy expansion	<ul style="list-style-type: none"> 720 trees provided to residents as part of Free Tree Giveaway events These trees expand the community tree canopy 	16 (annual) 960 (lifetime)
Total Emissions Reductions from 2024 Projects			16 T of CO₂e (annual) 960 T of CO₂e (lifetime)

6.0 Financial Implications

There are no financial implications associated with this report.

7.0 Climate and Environmental Implications

The report itself does not have a direct impact on the climate and the environment, but provides valuable data to be able to make future decisions on climate and environmental programming implemented through the City. It also

provides an opportunity to reflect on the work completed in 2024 and look at the work done collectively toward the City's emissions reduction targets. A total of 130 T of CO₂e will be avoided through the work done this year by planting trees, replacing high wattage high pressure sodium streetlights, converting fleet to EVs, and improving Wastewater Treatment operations.

8.0 Conclusion

This report provides updates on the corporate and community climate action undertaken at the City over the past year. The City has made progress on climate action, addressing 19 different projects and reducing emissions by 7,371 T of CO₂e over the lifetime of the projects. The true emissions reduction caused by this work may not be visible for several years into the future as some programs will take time to initiate and see the full impacts of the programs.



Gagan Batra
Manager, Business Support and Sustainability

Prepared By:

Rebecca Szczepanowski, Climate Change Officer

Attachments (if applicable)

None.

Copy to:

N/A

In adopting this report, is a by-law or agreement required? If so, it should be referenced in the recommendation section.

By-law required	<input type="checkbox"/> yes <input checked="" type="checkbox"/> no
Agreement(s) or other documents to be signed by Mayor and/or City Clerk	<input type="checkbox"/> yes <input checked="" type="checkbox"/> no
Is the necessary by-law or agreement being sent concurrently to Council?	<input type="checkbox"/> yes <input checked="" type="checkbox"/> no

ESPAC 2025 Dates

All meetings commence at 5:30pm unless otherwise noted.

Thursday, February 13, 2025

Thursday, April 17, 2025

Thursday, June 12, 2025

Thursday, August 14, 2025 *

Thursday, October 16, 2025

Thursday, December 11, 2024

Any meeting held during July or August will be done at the call of the Chair

Committee members will be advised of any change to the meeting dates, times or locations prior to the scheduled meeting.



ENVIRONMENTAL AND SUSTAINABILITY POLICY ADVISORY COMMITTEE MINUTES

August 15, 2024

5:30 p.m.

Charlie Ward Room, Brantford City Hall

58 Dalhousie Street, Brantford

1. Roll Call

Chair Straisfeld called the meeting to order and roll call was confirmed.

Present: Andy Straisfeld, Councillor Martin, Keith Paridy, Lee Lawrence, David Kielstra, Eric Meliton, Gregory Kempa,

Regrets: Taylor Edwards, Derek Hewitt, Councillor Sullivan

Absent: Kiana Ferreira, Denise Vella

2. Declarations of Conflicts of Interest

No declaration of pecuniary interest was made regarding items appearing on the agenda.

3. Presentations/Delegations

There were no presentations/delegations.

4. Items for Considerations

4.1 Mandate and Composition Review of the Environmental and Sustainability Policy Advisory Committee, 2024-499

Kristen Demeulemeester, Committee Coordinator provided a verbal presentation and answered questions from the Committee.

Moved by: David Kielstra

Seconded by: Gregory Kempa

- A. That Report 2024-499, titled “Mandate and Composition Review of the Environmental and Sustainability Policy Advisory Committee”, BE RECEIVED; and
- B. THAT the following recommendations BE FORWARDED to the Committee Review Task Force for consideration:
 - i. _____; and
 - ii. _____; and
 - iii. _____.

Amendment:

Moved by: David Kielstra

Seconded by: Gregory Kempa

B. THAT the following recommendations for changes to the mandate BE FORWARDED to the Committee Review Task Force for consideration:

- (a) advise Council on and assist staff with matters that relate to the items contained in the Brantford Community and Corporate Climate Change Action Plans ***which include sustainability***; and
- (b) administer ***and support*** the City of Brantford Green Environmental Recognition Awards Program (GreenER) (the “Award) as approved by Council, with authority to select Award recipients to be recognized at a meeting of Council; and
- (c) promote ***and undertake*** educational, outreach and other activities related to the environment and municipal sustainability, as approved by City Council.

Carried

Item 4.1 as amended.

Carried

5. Consent Items

5.1 Minutes

**5.1.1 Environmental and Sustainability Policy Advisory Committee -
June 13, 2024**

Moved by: Councillor Martin

Seconded by: Keith Paridy

THAT the Environmental and Sustainability Policy Advisory
Committee minutes from June 13, 2024 BE APPROVED.

Carried

7. Notices of Motion

There were no Notices of Motion.

8. Adjournment

The meeting adjourned at 6:02pm

Andy Straisfeld , Chair

, Kristen Demeulemeester,
Committee Coordinator