

Final

SCHEDULE E

Form of Completion Report for Plans

GMF number:	15010
Name of the Recipient:	The Corporation of the City of Windsor
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Date of the Report:	September 1, 2017

1. Summary of the Initiative

- a. Please briefly describe the Plan that was prepared as part of this planning exercise.
The CEP is a long-term plan that identifies ways to improve energy efficiency, improve energy security, and reduce greenhouse gas emissions while contributing to the overall quality of life of the Windsor Community.
- b. What was the objective in preparing the Plan (i.e., what was the Recipient trying to achieve, and why)?
The principal objective of the plan was to determine a path forward to reduce the Corporation of the City of Windsor's and the Communities greenhouse gas emissions and energy use. This objective was achieved and greenhouse gas and energy reduction targets have been set both for the Corporation and the Community. Strategies have been identified to achieve the targets set.
- c. If the lead applicant is not a municipality, please briefly explain why the lead applicant undertook this Initiative.
- d. Please summarize the activities completed as part of this Initiative, as per Schedule A. Note: Your summary should build on the information you included in your previous Progress report(s). Please ensure to briefly (four to five sentences) explain how the Plan was prepared—that is, what was the approach (or methodology) that was taken to meet the community's objectives. If applicable, please describe any public consultation process that was used in developing the Plan (e.g. describe items such as how stakeholders were identified and engaged in the preparation of the Plan; the visioning process that was used; any community surveying techniques that were used and so forth).

The Community Energy Plan and Corporate Climate Action Plan were approved by City Council on July 17, 2017.

The plans were developed over the course of 18 months under the thoughtful guidance of a multi-stakeholder task force representing all of the major sectors in the Windsor community. The Task Force was supported by City staff and a team of consultants led by LURA Consulting and Garforth International llc., with support from ICLEI Canada. The Community Task Force helped shape all aspects of the CEP's

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development. The process began by creating a shared understanding of current energy use using 2014 as the baseline year, and projecting future energy use (base case) for 2041 with no changes to address energy in Windsor. This shared understanding allowed the Task Force to shape the vision, principles, goals, and targets by asking “What do we need to do today to achieve the outcomes we wish for in 2041?”

Community stakeholders and members of the general public were also encouraged to learn about the CEP at a number of community events (ex. Windsor-Essex Home Show, Earth Day, Earth Hour, Caesar’s Windsor Code green event, Devonshire Mall Enviroday) and provide their insights and feedback through these events and online surveys. A short 5-min education video on the CEP was also created to help the general public understand the basics of the CEP. A 1-minute commercial was also developed.

- e. Were there any significant changes to the scope or costs of the Project as described in the Agreement or in a previously submitted Project Progress Report (if applicable)? If so, please briefly explain why.

There were no significant changes to the scope or costs of the Project. However, the City of Windsor did develop the Community Energy Plan videos, which was outside the original proposed works. Based on public feedback and survey responses, further education and promotion was warranted. The development of the videos was seen as a new way to engage and educate the public.

- f. How much did the preparation of the Plan cost, and how was it paid for?

The total expenses for the Plan development were \$293,460.76. In 2015, the City of Windsor committed \$150,000 to the development of the plan. The plan was funded in part through the Ministry of Energy’s (MOE) Municipal Energy Plan (MEP) program (\$90,000) with \$148,300 committed by the Federation of Canadian Municipalities.

- g. Roughly how long (in months) did it take to prepare the Plan?

It took approximately 18 months to draft the plan and an extra 2 months to get through City Council approvals.

- h. How is the Plan related to existing plans, practices, guidelines or policies within the municipality, and how does it contribute to achieving the municipality’s sustainability goals?

The plan aligns with policy direction from the City’s current official plan, 20-Year Strategic Vision, and the Environmental Master Plan. It supports efforts of numerous City plans including the Climate Change Adaptation Plan, Corporate Energy Management Plan, and the Green Fleet Strategy.

The plan outlines clear targets for greenhouse gas and energy reductions. The CEP plan will also feed into the redevelopment of the Environmental Master Plan and the eventually the Official Plan.

2. Community Context

- a. Please provide a brief (five to six sentences) profile of the community that is the object of this Plan, including population, geographic area, demographics, and general economic conditions. (Note: This information is readily available from the Community Profiles section of the Statistics Canada website at www.statcan.ca.)

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With a population of approximately 211,000 people (2011), Windsor is Ontario's tenth largest city. Strategically located on the Canada-United States border, Windsor benefits from its proximity to North American markets and its location at a strategic water, rail, air, and highway transportation gateway. The City's natural riverfront setting is one of the many attributes that supports a high quality of life for its diverse population.

Windsor was greatly impacted by the economic downturn of 2008, but has rebounded and now has an unemployment rate of 6.3% on of the lower unemployment rates in Ontario.

Windsor's history of industrial excellence has created a labour force uniquely positioned to tackle the climate challenge with new, more efficient and sustainable products and services that will serve not only the City's needs but those of other communities in the region.

- b. Briefly (two to three sentences) indicate the size and structure of the municipal government, and the approximate number of full-time municipal employees.

The City of Windsor is a single tiered municipality with approximately 1641 full-time employees.

3. The team: Who Was Involved?

- a. Briefly (four to five sentences) indicate who was involved in developing this Plan, and their affiliations. Include both municipal staff and officials who managed the preparation of the Plan, and any consultants who worked on the Plan.

A multi-stakeholder (Community) Task Force was formed to assist in the development of the CEP. This task force had over 20 representatives from industry, institutions, NGOs, renewable energy companies, utilities, economic development and First Nations. The development of the Corporate Climate Action Plan was supported by a Corporate Task Force with City staff from various departments. The Task Forces were supported by City staff and a team of consultants led by LURA Consulting and Garforth International llc., with support from ICLEI Canada.

- b. Was there a Project champion who was instrumental to the completion of the Plan? If so, please include his or her name, title and contact information, and describe his or her role in the preparation of the Plan.

The project manager was the Project champion for the project.

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4. Environmental, Economic and Social Benefits of the Initiative

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For the questions in this section: If the answer to the question is clearly outlined in the Plan itself, it is sufficient to indicate the section and page number(s) of the Plan on which the information can be found.

- a. What environmental goals/objectives and targets were established in the Plan?

The CEP's vision, goals, guiding principles and targets are outlined in Chapter 2 (page 11) of the

plan. Through the implementation of the CEP, the Windsor community will:

- Reduce per capita primary energy use by 40% from 2014 by 2041; and
- Reduce per capita greenhouse gas emissions by 40% from 2014 by 2041.

The Corporation's target for City assets are outlined in Chapter 4 of the Corporate Climate Action Plan (CCAP) (page 12)

Through the implementation of the CCAP will reduce its primary energy use from the 2014 baseline by:

- 11 % by 2030; and
- 25 % by 2041.

Similarly, the City of Windsor will reduce its GHG emissions from the 2014 baseline by:

- 20% by 2030; and
- 40% by 2041.

- b. What social goals/objectives and targets were established in the Plan?

The CEP's visions summarizes the triple bottom line objectives of the plan.

CEP vision:

The Community Energy Plan aims to create economic advantage, mitigate climate change, and improve energy performance. It strives to position Windsor as an energy centre of excellence that boasts efficient, innovative, and reliable energy systems that contribute to the quality of life of residents and businesses.

Each strategy in the plan provides energy and GHG emissions potential if implemented. Additional benefits such as social, and economic benefits are also provided for each strategy. Details for the strategies are provided in Chapters 5 through 11.

What economic goals/objectives and targets were established in the Plan? Please include any anticipated financial savings resulting from operational efficiencies included in the Plan.

Chapter 12 – Impacts and Benefits of Taking Action on Energy and Climate (pages 86-89) for Windsor clearly outlines the economic benefit from reducing energy use.

The base case indicates that in the absence of the CEP, annual energy costs would increase from \$842 million per year to a range of \$1.8 billion to \$3.1 billion per year by 2041. Through the implementation of strategies identified in the CEP, the Windsor community will be able to mitigate energy costs risks of \$8.6 billion to \$12.4 billion over the life of the plan.

By advancing all strategies in the CCAP, the Corporation of the City of Windsor can realize a potential savings of \$20.5 million to \$32.6 million over the life of the plan. .

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5. Outcomes and Next Steps

- a. How will your community be using the Plan (i.e., what happens now that the Plan is finished)?

There is strong political support for the implementation of the CEP and CCAP. Both the Community Task Force and the Corporate Task Force will continue to meet and assist with implementation. City Council has asked for annual reporting on the status of the CEP with associated monitoring of GHG emissions and energy use.

The Project lead, Karina Richters, will continue to be the project champion and project lead for the implementation of the plan. Strategies have been assigned as necessary to the departments responsible for their implementation (i.e. Fleet Operations is responsible for Fleet initiatives under the plan).

- b. How will the Plan be implemented?

The plan provides an implementation plan that will be used to guide future initiatives. It is expected that short term actions will occur fairly quickly as funds are available. It is the City's intent to apply to FCM's Municipal Climate Innovation Program.

- c. Do you anticipate any changes to municipal operations, policies or programmes as a result of having prepared this Plan? If so, please describe these changes.

Yes, I expect changes to occur to the Official Plan and secondary planning documents. As well, various master plans will now be completed in compliance with the CEP, for example the Active Transportation Master Plan will be undertaken with the CEP as a guidance document.

As implementation progresses, a number of new policies and programmes may be created.

6. Lessons Learned and Knowledge Sharing

In answering the questions in this section, please consider all aspects of the preparation of the Plan—from the initial planning through each of the essential tasks until the Plan was completed.

- a. If your municipality was planning to undertake the preparation of this kind of plan again, what (if anything) would you do *differently* (based on your experience with the preparation of this Plan), and why?

Include in the cost of the RFP the development of a tool that will help monitor energy use and GHG emissions consistent with the detailed energy/GHG analysis completed as part of this project.

- b. If your municipality was planning to undertake the preparation of this kind of plan again, what (if anything) would you want to do *in the same way* (based on your experience with the preparation of this Plan), and why?

The Community Task Force was exceptional. The Task Force stayed very engaged throughout the process and have expressed interest in continuing on in that capacity as we enter the implementation phase.

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- c. What barriers/challenges (if any) did your municipality encounter in undertaking the preparation of this Plan, and how were they overcome?

The current City process of engaging with City Councillors was a challenging. Presentations are limited to 10 minutes during council meetings. However, we were able to bring the Councillors together for informal presentations but had to limit the presentations to less than 4 per presentation to avoid quorum.

- d. Aside from the Final Plan, has your work resulted in anything else that could be of use to another municipality (for example, a new policy for sustainable community development, a series of model by-laws, the design of a new operating practice, a public consultation manual, check-lists, a measurement tool to assess progress in moving towards greater sustainability, etc.)? If so, please describe the item(s) briefly here, and include a copy of the item(s) when submitting this report, so that it can be shared with other communities.

No but as implementation progresses, a number of policies and plans will be developed. The City of Windsor also intends to develop staff and public education campaigns that can be shared with other municipalities upon completion.

- e. Would you like to showcase your Plan through an FCM webinar or workshop?

I would be happy to showcase the Plan with others as requested with FCM.

7. Publicity and Outreach

- a. Has the Initiative received any recognition, media coverage, or notable public support? If so, please describe briefly (three to four sentences).

The plan has received some interest from the media over the course of development. However, the final approval of the plan by City Council on July 17, 2017 received a significant amount of media coverage including print (Windsor Star), Radio (AM800 and Blackburn radio), and Television (CBC and CTV).

- b. Is there a website where more information about the Initiative can be found? If so, please provide the web address with links to the relevant section.

The Environmental Master Plan website has been updated throughout the plan development. The website can be found here (<http://www.citywindsor.ca/residents/environment/community-energy-plan/Pages/What-is-a-Community-Energy-Plan.aspx>).

8. Contacts

- a. Please provide the name and coordinates (title, full address, phone, fax and email) of someone who can be contacted for more information about the Plan.

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- b. In the event the contact is no longer available, please provide general contact information for the lead applicant, such as the administrative office of the municipal department that coordinated the Project or some other general contact for the Recipient/lead applicant.

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