

# THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

## STAFF REPORT

**DATE:** April 23, 2024  
**TO:** Committee of the Whole  
**FROM:** Zack Moshonas, Environmental Compliance Coordinator  
**SUBJECT:** Climate Action Plan Development Options

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### RECOMMENDATION:

**THAT** Committee of the Whole direct Council to accept this report and direct staff to develop a Local Climate Action Plan as recommended, leveraging grant funding where possible.

### BACKGROUND:

During a regular Council meeting, Council passed the following resolution directing staff to explore the options for developing a local Climate Action Plan for Mississippi Mills, how it will fit into the Strategic Plan and identify available grants.

**Resolution Number 424-23**

**Moved by Councillor Torrance**

**Seconded by Councillor Lowe**

**THAT** Council direct staff to bring forward a report to provide options and timelines for the development of a local climate action plan and how it fits into the Strategic Plan and timeline and to identify available grants.

### DISCUSSION:

In November 2023, Lanark County staff presented the Lanark County Climate Action Plan final draft report. The County's Climate Action Plan (CAP) has been in development since before 2019, however now that it is finalized, County Council has requested that it is updated often to ensure the plan remains current and relevant. The County's Plan is specific to the County's governance structure (upper-tier) and the programs which the County offers and has authority over. Due to the specificity of the County's Plan, a local CAP established for Mississippi Mills would allow for the goals of Council and the Community to be better represented and the action plan to be specific to the Municipality. The County utilized the Partners for Climate Protection (PCP) framework for developing and implementing a CAP. The framework (also referred to as milestones) are as follows:

1. Develop a Greenhouse Gas (GHG) Inventory for Community and Corporate Emissions
2. Set Greenhouse Gas Reduction Targets for Each Category
3. Develop a Local Climate Action Plan
4. Implement the Local Action Plan
5. Monitor the progress and report results

This report covers the effort to complete up to milestone number 3 – Develop a Local Climate Action Plan. Milestone 4 and 5 pertain to the implementation of a CAP and will require direction from Council once a CAP has been adopted. Should the Municipality develop its own CAP, the County's Plan should be used as a base to guide certain elements of a Local Plan during development which will reduce the staff effort required and timeline for development. Using the PCP framework the CAP is separated into a community plan and corporate plan. The community plan covers climate action planning for the local community (Mississippi Mills) and the corporate plan addresses Mississippi Mills as a corporation.

When preparing this report, the County's Climate and Environment Coordinator (CEC) was consulted to better understand the efforts both internal and external that went into developing the County Plan. The County began development of the plan prior to 2019 and the final draft was completed in October 2023. The County relied largely on internal staff effort to guide and complete the plan, but an external specialist (consultant) was retained when needed – namely during the completion of the community GHG inventory. The County established a Climate Action Committee which guided creation of goals to achieve the GHG reduction targets. Staff recommend that Mississippi Mills follows the same framework of developing the CAP as the County. This is summarized in the table below.

<b>Milestone</b>	<b>Tasks</b>	<b>Effort</b>
1. Develop a Greenhouse Gas Inventory for Community and Corporate Emissions	Use PCP guide to develop an inventory for GHG emissions.	Consultant required for community inventory. Corporate inventory can be completed in-house.
2. Set Greenhouse Gas Reduction Targets for Each Category	Decide on reduction targets for community and corporate emissions.	Targets developed by Staff and Consultant and approved by Council.
3. Develop a Local Climate Action Plan	Create goals for reducing community and corporate emissions to address the themes set in the County's Plan.	Goals for Community Plan to be developed in consultation with the public through a formal committee. Goals for Corporate Plan to be developed internally.

		Additional effort will be required to form a committee and lead efforts for the Community Plan development. Potential for specialist consultant to aid in development of Plan.
4. Implement the Local Action Plan	Not assessed as part of this report.	
5. Monitor the progress and report results	Not assessed as part of this report.	

Items #1 and #2 in the above table will require assistance of a specialized consultant, whereas item #3 is expected to be completed using in-house staff, however depending on staff workload a consultant may be leveraged during this item as well. To ensure proper community engagement, staff recommend that a Committee is formed to aid in the development of the local community plan (component of item #3).

#### **OPTIONS:**

1. Proceed with the development of a local Climate Action Plan as recommended.
2. Adopt the County's Climate Action Plan.
3. Direct staff to investigate other options.

#### **FINANCIAL IMPLICATIONS:**

Funding is available under the Lanark County Municipal Climate Action Grant up to \$11,500. Initiatives such as developing a GHG inventory would be eligible for funding under this grant. It is estimated that costs required for a consultant to develop a GHG inventory will range between \$10,000 and \$30,000 depending on additional involvement required to develop the Plan.

Staff would propose to use the funds available within the Corporate Other Professional Services account to cover costs beyond what may be covered from the County Grant. For the 2024 budget year, staff will maximize use of the County Grant and plan for follow-on scope items to be included in the 2025 budget. This will minimize unplanned expenses that need to be covered within the account listed above.

#### **STRATEGIC PLAN**

Adopting a Climate Action Plan is an action item of Principle #1 of the Strategic Plan. This can be addressed by either adopting the County's Plan or by developing a local CAP. Implementing a CAP (not part of this report) would also be a component of Principle #1 of the Strategic Plan.

#### **PUBLIC ENGAGEMENT**

None required at this time. Future public engagement is recommended in this report.

**SUMMARY:**

Staff recommend that Mississippi Mills develop a local Climate Action Plan using the same framework in which Lanark County used during the development of their Plan – i.e., using a mix of specialized consultants, in-house staff, and through the formation of a Committee.

Respectfully submitted by,

Reviewed by:

Zack Moshonas,  
Environmental Compliance Coordinator

Ken T. Kelly,  
Chief Administrative Officer