



Meeting Notes

The City of Calgary – Calgary Climate Panel – Meeting #1
 11:00am – 2:00pm, November 22, 2018
 Telus Convention Centre Room 102

Agenda

Time	Agenda Items	Lead
11:00 – 11:20am	Welcome and Introduction	Co-Chair/Convenor
11:20 – 12:00pm	Climate Resilience Strategy Overview	Climate Team/Convenor
12:00 – 12:20pm	Lunch	
12:20 – 12:45pm	Draft Climate Governance Framework Overview	Convenor
12:45 – 1:00pm	Calgary Climate Panel Membership Advice	Convenor
1:00 – 1:50pm	Working Groups and Actions Discussion	Climate Team/Convenor
1:50 – 2:00pm	Additional Items and Next Steps	Convenor
2:10pm	Adjourn	

Attendance

Organization	Representative	Nov 22, 2018
Alberta Council for Environmental Education	Gareth Thomson	√
Alberta Health Services	Dr. David Strong	√
ATCO Gas	Ryan Germaine	
BILD Calgary Region	Grace Lui	√
BOMA Calgary	Lloyd Suchet	
Brookfield Residential	Doug Owens	√
Calgary Board of Education	Olena Olafson	√
Calgary Chamber	Duncan Webster	
Calgary Emergency Management Agency	Tom Sampson	√
Citizen-at-Large	Rev. Bill Phipps	√
ENMAX Energy	Mirela Hiti	√
Federation of Calgary Communities	Jennifer Miller	√
FUSE Collective	Ben Huang	
Siemens Canada	Adrian Francese	√
The City of Calgary – Councillor	Cllr. Peter Demong	√
The City of Calgary – UEP General Manager	David Duckworth	√
University of Calgary	Dr. Jennifer Winter	√
Administrative Support		
The City of Calgary – ESM Director	Christopher Collier	√
The City of Calgary – Climate Change & Environment Manager	Dick Ebersohn	√
The City of Calgary – Climate Leader	Brit Samborsky	√
The City of Calgary – Climate Team Member	Adrienne Beattie	√
The City of Calgary – Climate Team Member	Alice Yu	√
Climate Panel Convenor	Stephanie Gagnon	√

Discussion

Agenda Items Notes	Actions
<p>1. Welcome and Introduction</p> <ul style="list-style-type: none"> • Agenda overview • Introductions from all participants • Members who could not be in attendance were also introduced briefly as they will be attending subsequent meetings. 	
<p>2. Climate Resilience Strategy Overview</p> <ul style="list-style-type: none"> • Strategy Development Notes: <ol style="list-style-type: none"> i. Climate planning at The City of Calgary (The City) has been done for many years but prior to 2015, the focuses were only on city-owned buildings and upgrades. ii. In 2015, initiatives were taken by ALT and as per Council’s direction to work with citizens on climate actions and to bring industries and businesses as members to help The City to frame the mitigation and adaptation plans. iii. On mitigation, there were three working groups and one panel established to advise on the planning process over 18 months. iv. On adaptation, a vulnerability and risk assessment was conducted to analyze the major climate and weather changes expected with over two hundred city staff engaged - the main focus was to endorse the City for communities to move forward and what changes we need to see in corporation to address climate risks. v. In 2017, we brought the principals forward to Council to guide us and in June 2018, the Strategy and Action Plans were approved to move forward. vi. There was a total of 350 people involved in the strategy planning. • Overview Questions: <ol style="list-style-type: none"> i. Citizen Satisfaction Survey: Did the recent Citizen Satisfaction Survey address the approved climate resilience strategy? <ol style="list-style-type: none"> a) We did not perform a survey specific for climate in this survey. In general, people value environment. b) In September, The City conducted a survey on energy and greenhouse gas and the questions were related to citizens’ current actions, such as energy efficiency, and their impacts from Calgary recent climate events. The survey results were very positive. • What are other Albertan municipalities doing? Alberta climate characteristics and similarities with other municipalities in Alberta: <ol style="list-style-type: none"> i. There are many things happening in the province such as: <ol style="list-style-type: none"> a) The greenhouse gas reduction plans for buildings and vehicles are similar. b) The Climate Team has been collaborating with other municipalities, such as Grande Prairies, on climate initiatives. c) Smaller towns, like Medicine Hat, can be more advanced in some initiatives (i.e. on electric vehicles). • How was the GHG target established? Can we actually reach that? <ol style="list-style-type: none"> i. The City has a target of 80% reduction on greenhouse gas emission by 2050. ii. This target was set based on targets set by other cities in the world and we used that as starting point. The City also looked at federal and provincial targets and aligned with goals to meet international commitments. iii. Business-as-usual will not get us to the target and therefore, collaboration, changes, big actions are important for us to go forward. 	<p>#1</p>

<ul style="list-style-type: none"> • What is being done in other bigger cities (over one million population) for reference? : <ul style="list-style-type: none"> i. In United Kingdom, Germany, and some smaller cities in United States have done many initiatives to adopt climate impacts. ii. During the strategy planning process, plans from Edmonton, Halifax, Toronto, and Vancouver were also looked at. iii. C40 Cities has also completed and published a study on quantifying the benefits of climate change mitigation measures in buildings, transport and energy supply. • How will the action plans and GHG forecast emissions be reviewed? Can we assess how we progress along the way to 2050? <ul style="list-style-type: none"> i. 2030 can be our pivot point as many targets are set in this timeframe in the province and Canada. Less certainty exists beyond 2030, so there will be adjustments based on new opportunities and information. ii. The City will update the mitigation and adaptation plans every 4 years, which also aligns with Council’s budget cycle. The Strategy will also be reported on annually. • What is the interrelationship with other municipalities in Canada? <ul style="list-style-type: none"> i. Engagement has been done through FCM for funding, AUMA for studies ii. Recommendation to work with AUMA and FCM directly. • Can we have access to historic data on greenhouse gas emissions? <ul style="list-style-type: none"> i. The Strategy currently has data back to 2005 but it would be useful to give historical reference point to see how we have done. ii. There are limitations on how far back the historical data can be provided, based on gaps in data collection. iii. Total megatonnes per capita would be useful to show the efficiency and to tell stories over time to keep doing what we are doing well. 	<p>#2</p> <p>#3</p> <p>#4</p> <p>#5</p>
<p>3. Draft Climate Governance Framework</p> <ul style="list-style-type: none"> • The goal of the Calgary Climate Panel is to advance the Climate Resilience Strategy with a focus on providing strategic advice and communications on progress; and being partners on implementation actions. • The governance draft was developed by researching best practices generally and specific to Calgary; interviews; and a governance design advisory meeting. • Governance details are found in the Climate Governance Framework document. • Key items discussed or amended through the Calgary Climate Panel meeting include: <ul style="list-style-type: none"> i. A ‘no delegation’ approach was originally proposed. Amendments will allow for exceptions to enable substitutes to attend. The intent is that the member would brief the substitute, so they can come prepared to participate, and/or ensure they connect with the Climate Team or Convenor to be able to come prepared. Substitutes are an option in the event of an emergency, or unexpected circumstance. ii. Co-chairs are proposed, one from City administration (Mr. David Duckworth), and one external member. The external member co-chair decision will be on the February Calgary Climate Panel meeting agenda. The role is to work with the Convenor to ensure the meeting agendas are appropriate given the Panel’s deliverables, and responsive to changing context, and to support decision-making processes. iii. Expectations: 	

<ul style="list-style-type: none"> a) Panel members will be active participants. b) Panel members will commit for 1 year. c) The Panel is solution-oriented and transparent. d) The Climate team will set quarterly meeting dates for 2019 over the next month. Generally, the schedule will be: <ul style="list-style-type: none"> ➤ February 2019: Reporting framework, project opportunities and priorities ➤ May 2019: 6 months progress review ➤ September 2019: Annual report ➤ November 2019: Strategy prioritization, funding and financing opportunities, and public communications. e) The Panel members will receive the agenda package including pre-read materials at least a week in advance of the meeting. f) Meeting notes will be provided within 7 days of the meeting. Meeting notes content and format will be discussed at the next meeting to ensure information is captured appropriately. All notes will be non-attributed. If confidential data is going to be shared, the Panel member will make it clear and ensure expectations for confidentiality are understood. <p>iv. Participant commitments: To enable a productive and safe environment for discussion, commitments have been established by the Calgary Climate Panel members. The focus is on creating a safe discussion space by:</p> <ul style="list-style-type: none"> a) Taking time to reflect on statements made before responding; b) Using discretion on participation so that everyone may participate; c) Being clear about when information will be communicated beyond the Calgary Climate Panel, and when confidentiality is required. d) Being clear that it is okay to test ideas in the discussion, or say what others may think about an idea without judgment from the group, or being held to those ideas; e) Each member being responsible for communicating reservations or concerns as they emerge rather than being silent; and f) If members disagree regarding a direction taken, they will have the opportunity to have their position noted in the meeting notes at the time of the discussion. <ul style="list-style-type: none"> • Calgary Climate Panel agreed that they could support the draft Governance Framework with these amendments. 	#6
<p>4. Membership gaps:</p> <ul style="list-style-type: none"> • Key considerations in the membership is to represent the diversity of the Climate Resilience Strategy and to achieve the goals by representing key organizations that will directly contribute to the actions. Members are expected to have organizational support for participation and be able to make decisions regarding implementation actions. • Calgary Climate Panel membership will range from 18 to 23 members depending on feedback at the next meeting. • Overview of the Draft Governance Framework appendices and discussion that there are currently 17 committed members, and potentially gaps in representation from: <ul style="list-style-type: none"> i. Retail ii. Vulnerable populations iii. City administration iv. Legal perspective v. Energy research vi. Natural infrastructure vii. Waste management 	

<ul style="list-style-type: none"> • Feedback was requested from the members regarding critical membership gaps. A number of ideas were discussed (below), but it was determined that until there is greater clarity on what the specific Working Group actions are, it is difficult to determine what gaps should be filled. It was recommended to reconsider membership gaps after the Working Group actions were defined. • General membership feedback included: <ul style="list-style-type: none"> i. Businesses perspectives and operating models can be very different especially between small and large organizations. The membership may be missing a small business lens, and that is often related to capacity to participate as well. ii. Citizen awareness is one of the early phases and critical component to enable all climate actions. Having passionate citizens with many connections to support this work would be useful (i.e., Climate Hub). iii. The membership is missing an equity lens. Having diversity of membership including the representation of Calgarians who aren't typically involved in climate initiatives, and representing the City's population more broadly. Messages created for some citizens don't always resonate the same way with others. This could be a working group membership idea as well. iv. Missing a finance perspective that can link to the federal and/or other opportunities such as major green funding. v. Discussion that the provincial lens is also missing in relation to policy and/or budget which can impact opportunities for NGOs. It was discussed that the panel may wish to consider non-governmental agencies such as Energy Efficiency Alberta participate rather than other levels of government because the mandate is to move forward with the strategy regardless of changes to other orders of government's policy directions. Provincial representations can be useful at the working group levels. vi. Support for vulnerable people being a missing part. Many climate impacts are felt first by people in vulnerable circumstances. vii. City administration has a gap in building improvements. viii. The Calgary Climate Panel boundary is not yet clear and affects who should be engaged. This discussion will need clarity on the objectives first before decisions are made. Calgary Climate Panel members require fulsome understanding of the 244 approved actions, which ones are City responsibility, which ones are ongoing, and as much information as possible on the remaining actions. 	
<p>5. Working Groups and Actions</p> <ul style="list-style-type: none"> • The Climate Resilience Strategy and Action Plans have 244 actions in total to address in the next 10 years, some of which are already in progress. • There are 6 areas to be driven in the next 4 years during One Calgary Budget and Business Plan cycle. <ul style="list-style-type: none"> i. Building Energy Performance ii. Renewable and Low Carbon Energy iii. Transportation iv. Land Use v. Adaptation 	#7

<p>vi. Citizen Awareness (Public Working Group)</p> <ul style="list-style-type: none"> • With the current One Calgary budget proposed, it is based on budget to establish resources and capital to drive the actions for implementation of actions. • Establishing the drivers and locating funding sources are key steps and it is important to establish partnerships. The collaborations will be based on the successes being seen with the existing committees established to address some climate actions. • If the actions are part of federal and provincial compliance, the climate actions will be implemented regardless. • If there are more funding and resources available externally, the actions may be prioritized based on the availability. • However, we need a long term planning as One Calgary is 1 year budget and 3 year plan. • Prioritizing for 2019 actions is critical (excluding the on-going work). • It was noted from the Panel that it is important to know what resources and capacity are available and will be required to complete the work while the Panel members all have different connections to funding sources. • Panel Member actions underway: <ul style="list-style-type: none"> i. BILD: There is a strategic climate committee at BILD and some work has been done (i.e. PACE Alberta, net zero energy housing). It would be appreciated to identify organizations already working on it and plug into the working groups. ii. It would be great to share what makes sense for your organizations to do, and share with the rest of the group what other work is going on out there as we go through the information to be able to quickly prioritize. 	<p>#8</p> <p>#9</p>
<p>6. Next Steps:</p> <ul style="list-style-type: none"> • It is proposed that the Panel meet in January to discuss climate Working Group actions and keep the February quarterly meeting for the original purpose. • During the next meeting all members are given the compiled feedback and a summary to the full Calgary Climate Panel membership in advance so they can share amongst the group their priorities with the expected outcome to be a recommendation on priorities. Membership gaps will then be addressed either at this meeting or the subsequent February meeting. 	<p>#10</p>

Meeting Action Items

#	Description	Responsibility	Due Date	Status
1	Provide the survey results (from September 2018) in the next session.	Climate Team	February 2019	
2	Share the links and resources from other cities with the members on the Climate Panel.	Climate Team	End of November 2018	Completed. See links provided in the Meeting #1 Package
3	The Climate Team contacts FCM to get more on the ground information how other cities are doing and share information with the Panel.	Climate Team	February 2019	
4	Investigate the availability of data prior to 2005.	Climate Team	February 2019	
5	Address Calgary's potential future GHG emissions intensity and reporting per capita.	Climate Team	February 2019	
6	Draft Governance Framework to be updated, and will form the Terms of Reference.	Climate Team	End of November 2018	Completed. See Attachment #3 in the Meeting #1 Package
7	Prepare a backgrounder on the 244 climate actions including identifying which programs are in progress, which programs are City responsibility, and which are required collaboration.	Climate Team	End of November 2018	Completed. See web link provided in the Meeting #1 Package
8	Prepare a package on the Climate Program areas to enable members to evaluate areas of greatest interest to their organizations.	Climate Team	End of November 2018	Completed. See Attachment #4 in the Meeting #1 Package
9	Complete the prioritization feedback, as appropriate for their organization. (All information will be treated confidentially)	Climate Panel Members	December 14, 2018	Hold for group conversation at January meeting
10	Compile this feedback and distribute a summary to the full Calgary Climate Panel membership in advance of the next meeting focused on Working Group actions and membership.	Climate Team	January 4, 2019	Hold until after January meeting