

TransformTO:
Climate Action for a
Healthy, Equitable and
Prosperous Toronto

Community Conversation Guide

October 2019



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About this Conversation Guide

This guide was created to help members of the community host their own conversations on the TransformTO Implementation Plan 2021-2023.

The City is hosting an online survey and four public meetings throughout October to gather advice from Torontonians on the next three years of climate action in our city. This Guide provides a third way for people to get involved. We hope it will be taken up by organizations, groups of friends and family, and individuals who want to kick-start a conversation in their community about climate change. It can be adapted for any size of group or time constraint, and you don't need to answer all of the questions or cover every topic.

If you are hosting a larger event using this Guide, the City of Toronto can help you with:

- Marketing and promotional support (providing printing or promoting your event on our website and social media if your event is public);
- Logistics support (accessibility requests and child-minding);
- Potential venues;
- Connections to groups doing local climate work;
- Event staffing and support; and
- Relevant background materials and information.

If you would like support with your event, please reach out to transform@toronto.ca. Prior to scheduling your conversation, keep in mind some important upcoming dates that might create conflicts for participants:

- Monday October 21st: Federal Election
- October 8th, 17th, 24th and 30th: TransformTO Public Meetings. If you opt to host your event on one of these nights, note that City staff will not be available to join you.

All feedback collected through this Guide will help inform the Implementation Plan 2021-2023, which City staff will present to Council in early 2020. Information on other consultation opportunities in October 2019 can be found at www.toronto.ca/transformto.

Please contact the TransformTO Team at transform@toronto.ca with any questions about this guide, or any requests for support.

Checklist for Hosting a Conversation

☐ **Set a time and place**

A living room, kitchen table, community centre, park, or even a quiet cafe are each good options! Events must be hosted between October 7th and November 11th to be able to submit feedback for the City's consideration.

☐ **Designate a host**

The host is responsible for starting and ending the meeting, ensuring the agenda is followed (see example agenda in the 'Additional Resources' section of this guide), keeping the conversation focused, and making sure that everyone has an opportunity to contribute. The host does not need to be an expert on this issue to host the meeting, but they should familiarize themselves with the Discussion Guide and questions in advance.

☐ **Designate a note-taker**

This note-taker will be responsible for recording notes of your discussions. If you break into smaller groups for discussion, ensure there is a notetaker in every group. The notetakers can take notes either electronically, or using print-outs of the templates provided in this guide.

☐ **Decide how you will organize the discussion**

Ask for RSVPs so that you know how many people you can expect.

If you have a small number (8 or fewer) you can go through the Discussion Guide and answer all the questions together.

If you have a larger group (9 or more people) consider dividing into smaller groups to work through the questions in sections, leaving time to 'report back' to each other about what was discussed. We have included some sample agendas at the back of this guide you could use to structure your conversation.

☐ **Determine what topics you will focus on**

There are four sections in the Discussion Guide: Buildings and Energy, Transportation, Financial Tools and Governance, and Other Areas. You could discuss all the sections, only discuss the sections that interest you, or split your group into smaller groups and divide up the sections among them.



Gather materials

You will need to print copies of the Discussion Guide for your participants or send the materials electronically if they have access to a laptop at the event. Be ready to provide pens, markers, and scrap paper. If you're inviting new members of the public to join you, it may be helpful to have name tags available. Reach out to the TransformTO Team at transform@toronto.ca if you need help gathering any of these materials.



Host your conversation

Try to work towards consensus rather than just canvassing each person for their own opinion. This will make for a better discussion. Just remember to take good notes!



Take a photo of your group

You can submit it along with your notes at <http://bit.ly/transformtoguide>. Please ensure everyone in the photo knows that it will be shared with the City afterwards!



Have participants fill out an information card (See Appendix)

To help us get a better understanding of who attended your conversation, have participants fill out the anonymous Participant Info cards at the back of this Guide. Collect the cards after your meeting and submit the information when you submit your notes at <http://bit.ly/transformtoguide>.



Submit your notes

You should do your best to summarize your group's discussion and submit the summary rather than submitting individual feedback from each participant. Use the templates provided at the back of this Guide. You can submit your notes electronically by filling out the feedback form at <http://bit.ly/transformtoguide>. If you expect to have any issues submitting your notes electronically, please contact us at transform@toronto.ca.

Notes from your conversations are due by November 11th at 11:59pm. They can be submitted at <http://bit.ly/transformtoguide>

Facilitation Tips

Here are some facilitation tips to help you run an effective and enjoyable conversation:

As a facilitator your job is to:

- Provide clarity - ensure everyone understands the task;
- Create momentum - ensure that you stay on time and on topic;
- Ensure everyone feels heard - create space for everyone to speak; and
- Help make the conversation productive - remind people of the task and ensure that the group answers as many questions as time allows without rushing the discussion.

Some tips:

- Ask everyone to introduce themselves before getting started and explain why they chose to attend;
- Start by explaining the activity and asking if everyone's clear about it;
- Start or end by doing a go-around that lets everyone share a first or final thought;
- Keep the conversation focused, remind people of the discussion questions if they get off track;
- Get everyone talking. Draw quiet participants into the conversation by asking if they have thoughts they want to add, while giving them the option to pass. Ask people who are speaking a lot to let others who haven't spoken yet contribute.
- Repeat what you hear and ask for clarity when needed;
- Keep things moving and on time - watch the clock!
- Don't allow intimidation, disrespectful or disempowering language. If someone says something disrespectful towards another person or group, gently but firmly say "I'm sorry, this needs to be a space that is welcoming and safe for everyone"

Land Acknowledgement

You may choose to do a land acknowledgement before your meeting begins. Land acknowledgements are a way to honour the First Peoples of this land we now call Toronto. Consider reflecting on your own relationship to the land we call home and share a few words about why saying a land acknowledgement is important to you. Here is the City of Toronto's land acknowledgement, which was developed in 2018 as part of the Toronto For All campaign:

Land Acknowledgment for Toronto

We acknowledge the land we are meeting on is the traditional territory of many nations including the Mississaugas of the Credit, the Anishnabeg, the Chippewa, the Haudenosaunee and the Wendat Peoples and is now home to many diverse First Nations, Inuit and Métis peoples. We also acknowledge that Toronto is covered by Treaty 13 with the Mississaugas of the Credit.

Land Acknowledgment for Scarborough (lands east of Woodbine Avenue)

The land I am standing on today is the traditional territory of many nations including the Mississaugas of the Credit, the Anishnabeg, the Chippewa, the Haudenosaunee and the Wendat peoples and is now home to many diverse First Nations, Inuit, and Métis peoples. I also acknowledge that Toronto is covered by Treaty 13 signed with the Mississaugas of the Credit, and the Williams Treaties signed with multiple Mississaugas and Chippewa bands.

Pronunciation:

Anishnabeg	Awe – Nish – Nah - Beck
Haudenosaunee	Hoe – De – Nah – Show - Nee
Chippewa	Chip – A - Wah
Wendat	When - Dat
Inuit	Δ (ee) ㄣ (nu) Δ ^c (eet)
Métis	May - Tee

Background: About TransformTO

What is TransformTO?

TransformTO is the City's climate action strategy. It aims to reduce our city's greenhouse gas (GHG) emissions while improving our health, advancing social equity, growing our economy, and improving climate resilience.

TransformTO's current target is to ensure the city produces net zero carbon emissions by 2050, or sooner.

In October 2019, Toronto City Council declared a climate emergency, mandating that City staff act more quickly to reduce greenhouse gas emissions in Toronto.

The TransformTO strategy is anchored by a set of guiding principles that help ensure that climate actions also minimize harm and maximize public benefits:



Advance social equity



Protect low-income residents



Improve affordability particularly for vulnerable population



Enhance and strengthen the local economy



Maintain and create good quality local jobs



Improve public health



Contribute to poverty reduction

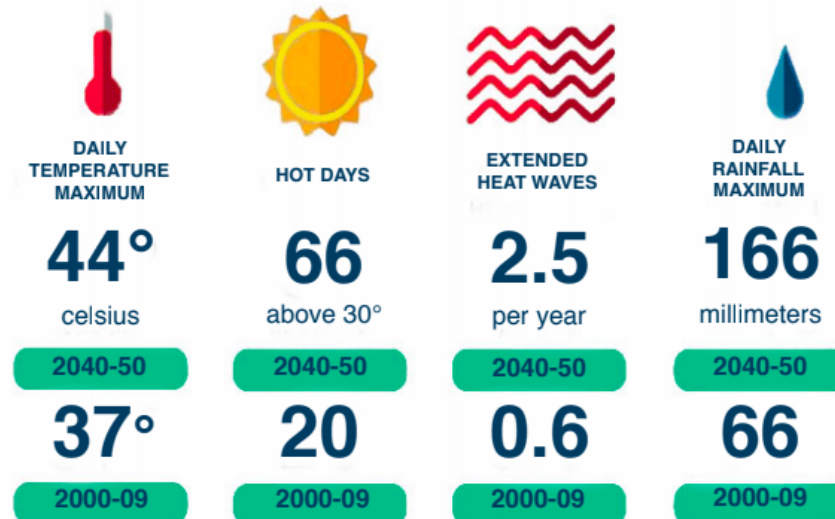


Create resilient communities and infrastructure

To make progress towards the goals identified in TransformTO, the City will present an Implementation Plan every four years that lays out the climate actions Toronto will take over that time. The City's Environment and Energy Division is currently consulting on and preparing the Implementation Plan for 2021-2023.

What are Toronto's climate change goals?

Toronto is already feeling the impacts of a changing climate, from intense floods to hotter summers. By 2040-2050, our city is predicted to have a 230% increase in days over 30 degrees and a 151% increase in daily rainfall maximum.

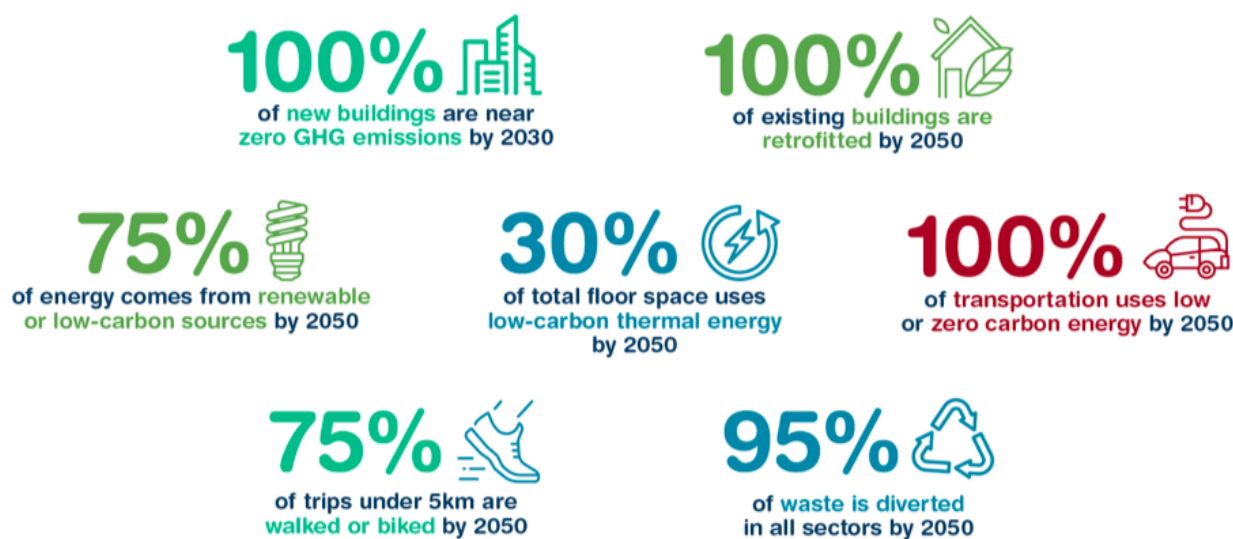


Since 2017, when TransformTO began implementing short-term climate strategies, the City of Toronto has reduced its greenhouse gas emissions by 40% below 1990 levels. However, we still need to reduce our greenhouse gas emissions by 15 million tonnes per year by 2050.

Toronto's greenhouse gas emission reduction targets are:

- 30% of 1990 levels by 2020
- 65% of 1990 levels by 2030
- Net-zero emissions by 2050

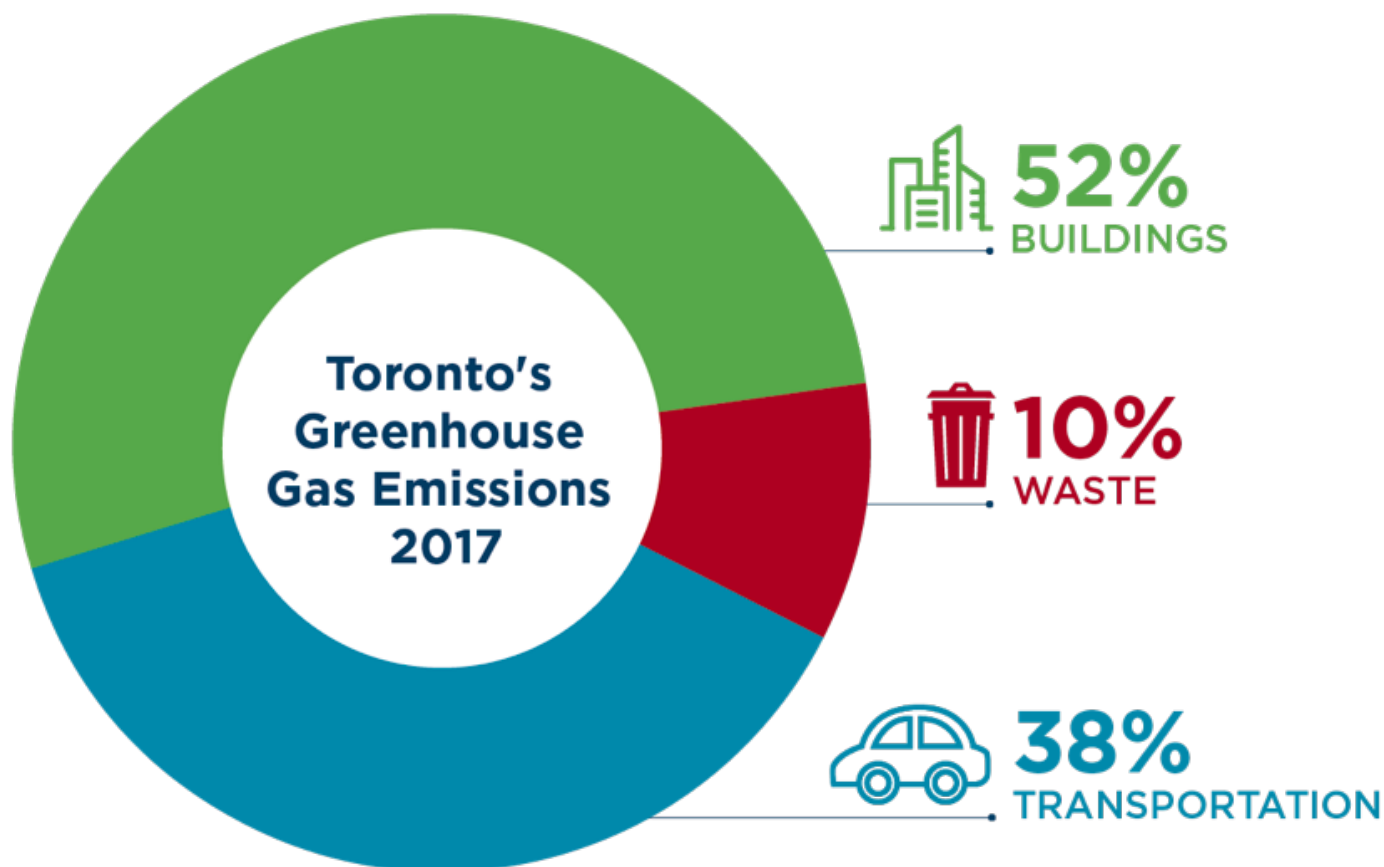
In 2017, the City also set more specific targets to address GHG emissions in different areas:



To learn more about what the City has already accomplished on climate action since TransformTO was passed in 2017, you can refer to the [TransformTO 2017-18 Implementation Update](#).

How does Toronto produce GHGs?

There are three major sources of GHG emissions in Toronto: **buildings, transportation, and waste.**



Every four years the City must develop a new 'implementation plan' to describe the actions that the City will take to lower Toronto's greenhouse gas (GHG) emissions. The City is currently preparing the TransformTO Implementation Plan for 2021-2023.

The Implementation Plan 2021-2023 will include climate actions in the following areas:

- Buildings
- Energy
- Transportation
- Financial Tools and Governance
- Waste
- Sustainable Consumption/Lifecycle Emissions
- Leading by Example
- Engagement and Collaboration

Actions in the plan could include things like implementing new policies and programs, conducting research, continuing or expanding existing programs, and leveraging partnerships and intergovernmental funding.

Community Conversation Guide

Questions and materials

October 2019





**Buildings and
Energy**



**Financial Tools
and Governance**



Transportation



Other Areas

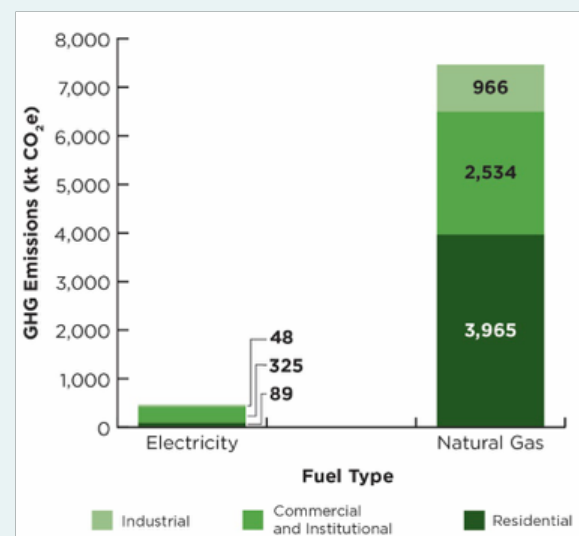
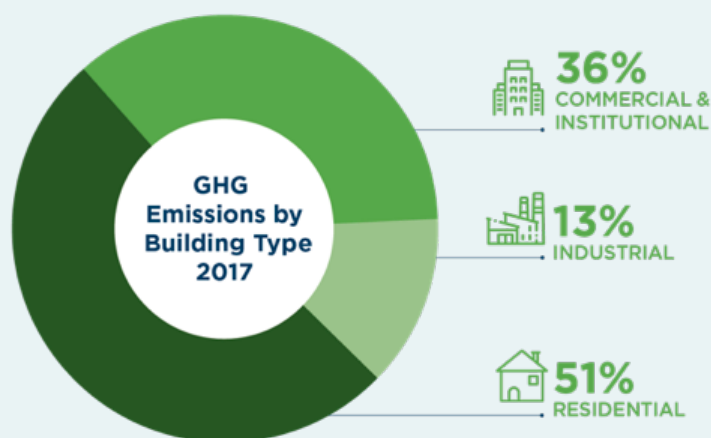
This Conversation Guide focuses on the largest sources of local emissions: **buildings and energy, and transportation**. It also considers how to pay for climate actions (**financial tools and governance**), and briefly covers some **other areas**. You are invited to comment on any or all of these sections.

Each section of the Conversation Guide describes the major opportunities that the City is pursuing in four areas, and also explains some of the specific actions that could be included in the Plan. **The actions described in this Guide are examples, and not a comprehensive list of everything that will go in the Implementation Plan.**

Buildings and Energy

Background

Just over half of Toronto's GHG emissions are produced by burning natural gas to heat buildings and water used in buildings. Buildings, including homes, would benefit from energy efficiency improvements (e.g. upgrading windows/doors, adding insulation, solar panels, etc.) that could reduce their energy use.



The Buildings and Energy sections of the Implementation Plan focuses on four opportunities:



Accelerate improvements in energy efficiency of existing buildings

Encourage new buildings to produce near-zero emissions and improve resilience

Create more local energy solutions

Support the creation of jobs in the low-carbon building sector

Some examples of new actions the City might include in the Plan related to buildings and energy include:

Implement home energy rating and labelling



Ratings would describe emissions, energy and water use as well as other performance features. This rating would be displayed at the time of sale, rental, or during major renovations. It would help owners, or potential buyers, or renters to understand the full energy costs of the building and the opportunities for energy performance improvements.

Create financial and other incentives for retrofits



Incentives could include rebates, financing, strategic partnerships, tax incentives, or technical support to property owners. These would help encourage property owners to improve the energy efficiency of their buildings.

Explore building audit requirements



A process where all major components of a large building are checked or 'audited' for energy efficiency and emissions performance, to inform owners of areas of possible improvement.

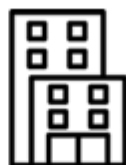
Develop emissions & energy performance targets for buildings



A system where buildings are required to achieve certain emissions performance targets by certain dates.

The City also proposes to expand a number of existing initiatives related to buildings, including:

Require multi-unit buildings to have a minimum amount of back-up power



A requirement that multi-unit buildings must have a certain amount of back-up power available in case of power outages.

Accelerate introduction of district energy systems in neighbourhoods



A system that uses energy from renewable sources, such as heat recovery, geo-exchange and solar thermal, to heat and cool multiple buildings in an area to reduce emissions and increase efficiency.

Buildings and Energy

Discussion Questions

1. What are your reactions to these actions? Do you agree or disagree that they should be included in the Plan? How would you improve them?
2. Given the recently declared climate emergency, which of these climate measures are especially important for the City to prioritize between now and 2023? Is anything missing?
3. How do you think these measures would impact you, your family, your community, and vulnerable and equity-seeking groups?* Are there any unintended consequences we should be careful to avoid when implementing the 2021-2023 plan? Consider potential impacts to accessibility, safety, affordability, and so on.

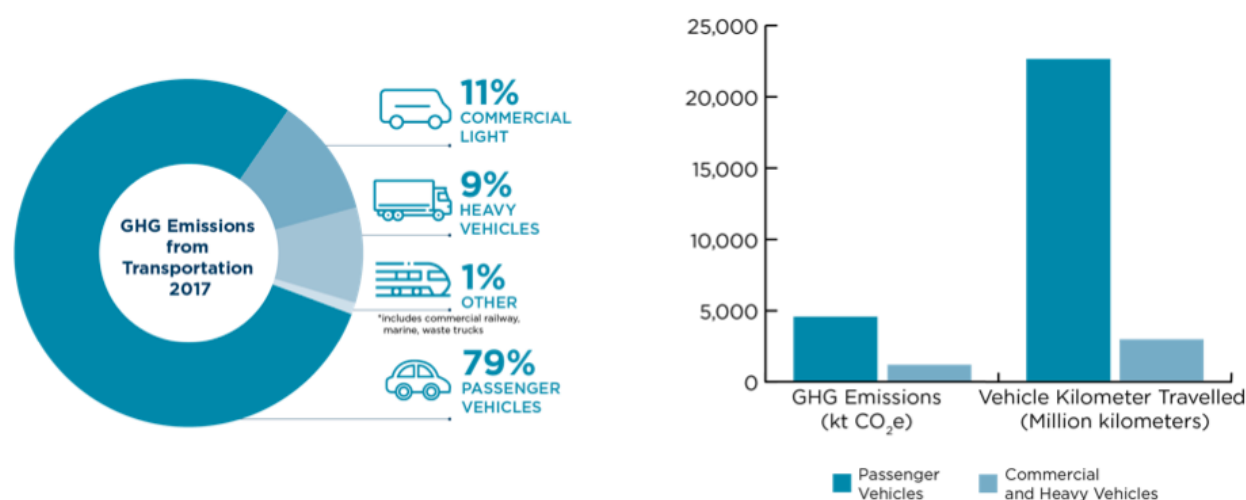
*See Additional Resources for more information on how the City defines vulnerable and equity-seeking groups

Transportation

Background

Thirty-eight percent of Toronto's GHG emissions come from transportation — and nearly 80% of those emissions are from cars.

Toronto's strategy regarding transportation is broadly focused on encouraging more walking and cycling, as well as the greater adoption of electric mobility by 2050.



Multiple new transit projects are either underway or planned for Toronto. These were included in the models used to calculate Toronto's business-as-planned scenario (what our GHG emissions would be if no further efforts were made). These transit projects include the Scarborough Subway Extension, GO's Regional Express Rail, the Eglinton Crosstown, the Finch West LRT, the Sheppard East LRT, and the Toronto-York Spadina Subway Extension.

Even with these projects going ahead, Toronto still has a substantial gap to close in terms of GHG emissions. That's why the TransformTO strategy also emphasizes active transportation and electric mobility as a means to go above and beyond what the City is already planning on transportation.

The Transportation section of the plan focuses on three opportunities:



Facilitate increased transit ridership, cycling, and walking

Create a more electric vehicle (EV) - friendly city

Reduce the impacts of urban freight movement (transportation of goods)


Some examples of new actions the City might include in the Plan related to transportation include:

Explore car-free zones



Certain areas of the city or neighbourhoods are off-limits to cars. Exceptions can be made for non-emitting vehicles, emergency vehicles, etc.

Expand transit-priority zones



Corridors, streets or areas where transit vehicles are given priority, through special lanes or priority signals. Example: King Street Transit Priority Corridor

Explore congestion-management pricing) zones



Motorists are charged a fee to enter the busiest parts of a city, usually during peak times. Discounts may be offered for those living in the zone, private passenger buses, etc.


Implement more managed lanes



Managed lanes are roadways or lanes given a specific use (such as bus-only or high-occupancy vehicle-only), to improve traffic flow for all road users and improve transit service.


Some examples of new actions the City might include in the Plan related to transportation include:

Promote active transportation



The City would continue to provide strategies, policies and infrastructure to encourage active transportation, such as walking and cycling.

Construct new on-street electric vehicle charging stations.



The City would support the installation of new residential on-street chargers, as well as downtown charging stations by partner organizations, to encourage the adoption of electric vehicles.

Transportation Discussion Questions

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2. Given the recently declared climate emergency, which of these climate measures are especially important for the City to prioritize between now and 2023? Is anything missing?
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Financial Tools and Governance

Background

The climate emergency mandates that the City explore new ways to raise revenue to help pay for accelerated climate action.

The Financial Tools and Governance section of the Plan focuses on three opportunities:



Factor climate considerations into all government decisions

Establish revenue tools to fund climate action

Leverage climate investment opportunities from all levels of government and private sector

Some examples of new actions the City might include in the Plan related to financial tools and governance include:

Explore a climate action property tax earmark



A property tax earmark is a dedicated charge on a property tax bill that raises funds specifically for climate action initiatives that improve health, grow the economy, increase resilience and improve social equity.

Explore a parking space levy



An annual, per-space charge levied on owners of non-residential, off-street parking spaces to incentivize the use of transit and active transportation. Funds raised could be dedicated to climate action.

Introduce a climate lens policy



A 'climate lens' would incorporate considerations of climate impacts into all major City of Toronto decisions, including financial decisions. This would help ensure City investments, policies and programs are supporting our climate change goals.

Financial Tools and Governance Discussion Questions

1. What are your reactions to these actions? Do you agree or disagree that they should be included in the Plan? How would you improve them?
2. Given the recently declared climate emergency, which of these climate measures are especially important for the City to prioritize between now and 2023? Is anything missing?
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Other Areas

Background

The Plan will aim to reduce emissions in a few other areas, including waste, city operations, and lifecycle emissions. It will also include actions to engage the community in climate action.

The “Other Areas” section of the plan focuses on four opportunities:



Support the Implementation of the Long-Term Waste Management Strategy

Reduce climate impacts of City operations

Enable and support climate action at the local level and integrate equity impacts into decision-making

Reduce direct and indirect emissions associated with the products we consume

Some examples of new actions the City might include in the Plan related to other areas include:

Reduce the climate impacts of City operations



The City will accelerate the implementation of actions to reduce the environmental impacts of City operations to demonstrate commitment and spur innovation—for example, reducing or eliminating single-use plastic products at facilities and events, choosing low-carbon vehicles, and retrofitting City buildings.

Have climate champions work in local communities



Dedicated climate action champions would work in communities to help facilitate and inspire local climate action.

Reduce lifecycle emissions of the products we use



The City would explore programs and policies to reduce greenhouse gas emissions from the consumption of goods and services that are produced elsewhere, shipped, then used and disposed by Torontonians, as well as the materials we use for building and construction.

Establish a Climate Advisory Group



Made up of individuals from a range of backgrounds to advise on the TransformTO strategy, and ensure that the City's actions are equitable and reflect the priorities and interests of residents.

Other Areas

Discussion Questions

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4. Do you have any other ideas you want the City to consider including in the Implementation Plan 2021-2023?

*See Additional Resources for more information on how the City defines vulnerable and equity-seeking groups



Notetaker template: Buildings and Energy

1. What are your reactions to these actions? Do you agree or disagree that they should be included in the Plan? How would you improve them?
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Notetaker template: Transportation

1. What are your reactions to these actions? Do you agree or disagree that they should be included in the Plan? How would you improve them?
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Notetaker template: Financial Tools and Governance

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Notetaker template: Other Areas

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4. Do you have any other ideas you want the City to consider including in the Implementation Plan 2021-2023?

Sample Agenda - Small Group (2 hrs)

Item	Time	Materials needed
Welcome and introductions Introduce yourself to your guests Acknowledge the land Do a go-around of names	5 minutes	Name tags
Review the background materials. Have each person read the backgrounder individually, or have one person read it out loud. Decide which sections your group will focus on. You could opt to spend more time on fewer subjects, or set a timer and work through them all.	10 minutes	Print-outs of the backgrounder
Discussion topic 1	25 minutes	Note-taking templates Scrap paper Pens and markers
Discussion topic 2	25 minutes	Note-taking templates Scrap paper Pens and markers
Break	10 minutes	Snacks and refreshments
Discussion topic 3 (Optional)	25 minutes	Note-taking templates Scrap paper Pens and markers
Discussion topic 4	20 minutes	
Wrap-up Thank everyone for coming, and ensure you have collected all the notes.	2 minutes	Envelopes to collect notes

Sample Agenda - Large Group (2 hrs)

Item	Time needed	Materials needed
Welcome and introductions Introduce yourself to your guests Acknowledge the land Do a go-around of names	10 minutes	Name tags
Review the background materials. Have each person read the backgrounder individually, or have one person read it out loud. Break people into smaller groups. Either assign topics to groups, or establish how you will rotate topics.	15 minutes	Print-outs of the backgrounder
Discussion	50 minutes	Note-taking templates Scrap paper Pens and markers
Break	10 minutes	Snacks and refreshments
Report out Have groups report out briefly on their discussions to the rest of the room. Give precise instructions on what you want reported out (1 key take-away, top three questions, etc). Have one person capture notes during this report-back, in case there is additional conversation in plenary.	30 minutes	Note-taking templates Scrap paper Pens and markers
Wrap-up Thank everyone for coming, and ensure you have collected all the notes from each table.	5 minutes	Envelopes to collect notes

Additional Resources

1. [2017-18 Update on Implementation of TransformTO](#)

This document provides an update on recent progress towards TransformTO's goals, and also provides more detail on the various initiatives already underway. Many of these activities are likely to be carried over into the 2021-2023 Implementation Plan.

2. [City-wide Climate Perceptions Survey](#)

This public opinion poll was commissioned by the City and performed by Environics to measure Torontonians' attitudes about climate change. The survey found that a strong majority of Torontonians believe climate change is a serious issue that threatens our health and well-being, and that collective action is required to address it.

3. [Backgrounder: Equity, Diversity and Inclusion within the City of Toronto](#)

A City note on Toronto's approach to equity, which also contains more information on how the City defines equity-seeking and vulnerable communities:

Equity-seeking groups are defined by the City as: Persons with disabilities, women, racialized group(s), lesbian, gay, bisexual, trans, queer, two-spirit communities (LGBTQ2S), undocumented workers, immigrants and refugees, persons with low income, and youth.

Vulnerable populations include: Seniors, victims of violence, persons with low literacy, persons who are homeless or under-housed, residents in Neighbourhood Improvement Areas.

TransformTO Community Conversation

Participant Info Card



Thanks for participating in a community conversation about TransformTO. Please take a few minutes to tell us a bit about yourself:

What are the first three characters of your postal code?

Have you attended at least one in-person TransformTO public engagement event?

- ☐ Yes
- ☐ No
- ☐ I don't know

What gender do you identify with?

- ☐ Man
- ☐ Woman
- ☐ Other

Do you own or rent your home?

- ☐ Own
- ☐ Rent
- ☐ Subsidized rent

What age range do you fall into?

- ☐ 15 or under
- ☐ 16-19
- ☐ 20-29
- ☐ 30 - 44
- ☐ 45 - 64
- ☐ 65+

Do you identify as:

- ☐ Indigenous, First Nations, Metis, or Inuit person
- ☐ Visible minority

Filling out this card is optional. This information will be used solely for analysis by the City, will remain anonymous, and will not be shared or sold with any third party.

TransformTO Community Conversation

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