



TransformTO: Getting to net zero

Community Discussion Guide

June/July 2021

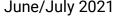


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About the Discussion Guide

This guide was created to help members of the community host their own conversations about the TransformTO Net Zero Strategy that will be presented to Toronto City Council this fall.

We're seeking input from Torontonians on the climate actions currently under consideration to reduce greenhouse gas emissions to net zero. This guide provides another way for people to get involved. It is designed to be used by community groups, organizations, groups of friends and family, and individuals who want to kick-start a conversation in their community about climate change and share their thoughts.

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. It has been developed with COVID-19 restrictions in mind and it is assumed that most (if not all) discussions will be virtual.

This Discussion Guide includes three sections:

- 1. Tools and resources to host your own discussion or meeting;
- 2. Background information about the development of the TransformTO Net Zero Strategy and the climate actions; and
- 3. Discussion questions.

If you are hosting an event using this guide, the City of Toronto may be able to provide assistance such as marketing and promotional support, logistics support, virtual event attendance, connections to groups active in local climate action, and relevant background materials and information. If you would like support with your event, please reach out to transform@toronto.ca.

Please use this Discussion Guide to have conversations within your network and provide your responses by **July 26, 2021** through <u>the online form</u> or by email to <u>transform@toronto.ca</u>.

All feedback collected will help inform the TransformTO Net Zero Strategy, which City staff will present to Toronto City Council in fall 2021.



Tools and Resources to Host Your Own Discussion or Meeting

Use these tips and sample agendas to help host virtual meetings in your community. Don't forget to <u>submit your feedback online.</u>

Tips for hosting an online conversation

- Set a time, place and objective.
- Determine who you would like to participate in the meeting and what you would like to discuss.
- Review this Discussion Guide, including the backgrounder and questions. You can discuss all the questions, only those that interest you, or split your group into smaller groups and divide up the sections among them.
- Determine what platform you will use. There are many ways to connect and collaborate online. Some examples include: <u>WebEx</u>, <u>Skype</u>, <u>Google Hangouts</u>. Please note: the listing of these options is not a City endorsement.
- Contact participants, members of your organization or community to see what time and meeting format works best for them.
- Consider hosting more than one session to accommodate shifts, childcare, or other commitments.
- Give invitees enough notice to increase the chances that people can participate.
- Ask invited participants to confirm if they will attend. If you have a larger group, consider dividing your meeting into smaller groups or host multiple meetings to work through the questions in sections.
- Ensure participants have any background material or have access to any materials you will reference during the meeting.
- Set an agenda and share with participants before the meeting.

Practice using the technology

- Ensure you feel comfortable using the online tool you plan to use.
- Consider asking a volunteer to run the technology while you host the discussion.
- Hold a practice session a day or two ahead of time to work out any problems.
- Test both the audio and video connections.



Hosting

- The meeting host is responsible for:
 - Starting and ending the meeting; and
 - Facilitating the meeting keeping the meeting flowing, following the agenda and providing an opportunity for as many participants as possible to contribute (see facilitation tips below).
- The host does not need to be an expert on the subject being discussed, but they should familiarize themselves with the content, the agenda and questions in advance.
- The host can send one submission on behalf of the group using <u>the online form</u>, but can also invite participants to take notes and submit their ideas using <u>the online</u> form and through the survey available at <u>TransformTO.ca</u> if they choose.

Facilitation tips

- Ask everyone to introduce themselves and share one or two words on why they chose to attend, if time permits.
- Start by describing the agenda or process you have chosen for the discussion and ask if there are any questions.
- Start or end by doing a go-around that lets everyone share a first or final thought, if time permits.
- Keep the conversation focused, remind people of the discussion questions if they get off track.
- 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.
- Suggest that people provide comments or feedback through alternative means, such as chat functions or in emails to the host during the meeting.
- Repeat what you hear and ask for clarity when needed.
- Keep things moving and on time watch the clock!
- Don't allow intimidation or disrespectful language. Participants should be respectful
 of others' opinions, but if someone says something disrespectful, remind the group
 the discussion should be welcoming and inclusive.



In virtual meetings it's sometimes hard to know who wants to speak when everyone is muted or everyone is talking at once. With cameras on, you can ask people to raise their hand, or hold up a sign asking to speak. Some online meeting platforms have a built-in hand raising function or allow participants to privately chat with a moderator. For smaller groups, you might consider calling each person out by name at least once to ensure everyone gets a chance to speak.

Designate other roles

- In addition to the host, you may consider having a:
 - Note taker: Takes notes during the meeting, emails notes to participants and submits the discussion summary. If you break into smaller groups for discussion, try to have a note taker in every group. The note takers can take notes either electronically or using print-outs. Some virtual meeting software includes built-in note taking – utilize this tool if available.
 - Technical support person: Helps with technical troubleshooting. Ensure that the contact information for the technical support is available for participants in case there are issues during the meeting.

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 questions and answer all the questions together. If you have a larger group (9 or more people) consider dividing into smaller break-out 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 you could use to structure your conversation.

Provide background materials

 Provide an electronic version of this Discussion Guide for your participants. Suggest attendees read the guide thoroughly prior to the meeting.

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 virtual photo (screenshot) of your group

• You can submit it along with your notes <u>via the online form</u>. Please ensure everyone in the photo knows and provides consent that it will be shared with the City afterwards.

Have participants fill out an information form

 To help us get a better understanding of who attended your conversation, have participants fill out the anonymous <u>Participant Info Form at this link</u>.

Sharing feedback

- Summarize your group's discussion and submit your feedback online using this link: <u>https://s.cotsurvey.chkmkt.com/DiscussionGuideSubmission</u>
- Participants are also encouraged to submit their feedback individually via the online survey at <u>TransformTO.ca</u> if they choose.
- Please provide your feedback by July 26, 2021.

Sample agenda

Item #	Description	Suggested time
1	 Virtual discussion starts Allow attendees to join online virtual space. 	5 minutes
2	Welcome	3 minutes
3	Land acknowledgement	2 minutes
4	Review the agenda	5 minutes
5	 Review of backgrounder and video Materials available at <u>TransformTO.ca</u>; materials can also be reviewed in advance to save time. 	10 minutes
6	 Discussion – questions numbers 1 to 3 Allow 10 to 15 minutes per question. 	30 to 45 minutes
7	Wrap-up, thanks and next steps	5 minutes
	Total time:	60 to 75 minutes



Sample detailed agenda

Item #	Description	Suggested time
1	 Virtual engagement start Allow attendees to join online virtual space (e.g., WebEx, Skype, Google Hangout etc.). Attendees may join or depart throughout the event and may not all be visible on screen. Use time to recognize participants and have small talk, but do not convey any critical information as majority of participants may not hear some or all of information. Post the Participation Information Form link in the chat and ask people to complete: https://s.cotsurvey.chkmkt.com/ParticipantInfoCard 	5 minutes
2	 Engagement welcome Formally acknowledge the start of the meeting. In order to allow all participants to hear each other as best as best as possible, request that all participants mute when not speaking. Take the opportunity to practice finding mute and providing basic instructions / rules of the meeting. For example, you may share tips like using the hand-raising function in larger meetings, utilizing the chat, optional video (some users may feel more comfortable with their video turned off), etc. 	3 minutes
3	 Land acknowledgement Providing a land acknowledgement at the beginning of an event or meeting gives time for reflection and demonstrates recognition of Indigenous lands, treaties and peoples. <u>Visit here to learn more</u>. There are <u>two versions</u> depending on where the meeting is being held: Version 1: If you are hosting the discussion in Etobicoke, North York, York, East York or 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. 	2 minutes



Item #	Description	Suggested time
	• Version 2: If you are hosting the discussion in Scarborough: 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.	
4	Review the agenda	5 minutes
5	 Review of backgrounder and video presentation Ask everyone to open/download the Discussion Guide available at TransformTO.ca. Provide an overview/summary of the Discussion Guide (Backgrounder & Climate Actions); materials can also be reviewed in advance to save time. 	10 minutes
6	 Discussion - questions numbers 1 to 3 Choose any or all questions in the guide. Consider use of "Chat" function to allow users to also submit questions, comments, responses or general input (if online engagement platform offers such a function). Do not record session unless all participants agree. Allow 10 to 15 minutes per question; <i>Remember: multiple sessions can be held to keep the meetings to a reasonable time limit.</i> 	30 to 45 minutes
7	 Wrap-up, thanks and next steps Thank all participants for their contributions to the discussion. Remind participants of options to provide their answers to Discussion Guide questions, or that you will be submitting as group: Online: https://s.cotsurvey.chkmkt.com/DiscussionGuideSubmission By email: Transform@toronto.ca City will be collecting all input until July 26, 2021. All input will be summarized and posted to Toronto's Open Data Portal-www.toronto.ca/Open. More information, including reports on these engagements and to City Council on TransformTO are available at TransformTO.ca. 	5 minutes
	Total Time:	60 to 75 minutes



TransformTO Net Zero Strategy and Climate Actions Backgrounder

TransformTO Net Zero Strategy and Climate Actions Backgrounder

What is the TransformTO Net Zero Strategy?

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

What are greenhouse gases?

Greenhouse gases like carbon dioxide (CO_2) and methane (CH_4) are necessary to keep our planet warm to sustain life. However, in excessive quantities, they block heat from escaping the earth's atmosphere, causing the earth to heat up and creating imbalances in the atmosphere which lead to more unstable and severe weather events.

Getting TO net zero, with no one left behind

In recent years, we've felt the impacts of a warming climate. Toronto's weather is expected to get hotter, wetter and wilder – and extreme weather events around the world are predicted to become more frequent and more intense – as climate risks increase due to carbon pollution; Toronto residents and businesses are already experiencing flooding and other severe weather events. We need to act quickly and urgently.



The sooner, the better

In October 2019, City Council voted unanimously to declare a climate emergency in Toronto and accelerate on-going efforts to mitigate and adapt to climate change.

In response, we are realigning the initial TransformTO plan toward an accelerated greenhouse gas emissions reduction target of net zero by 2050 or sooner, and creating a more liveable, prosperous Toronto. This bold Net Zero Strategy will include short-term goals of reducing our greenhouse gas emissions by 65 per cent from 1990 levels by 2030; a key milestone on the path to achieving net zero.



Bold moves drive net zero

We know that bold moves drive net zero, and getting to net zero requires immediate climate action to meet our 2030 emission reduction goals. Your input during this consultation period will inform the Net Zero Strategy that will be submitted to Toronto City Council this fall.

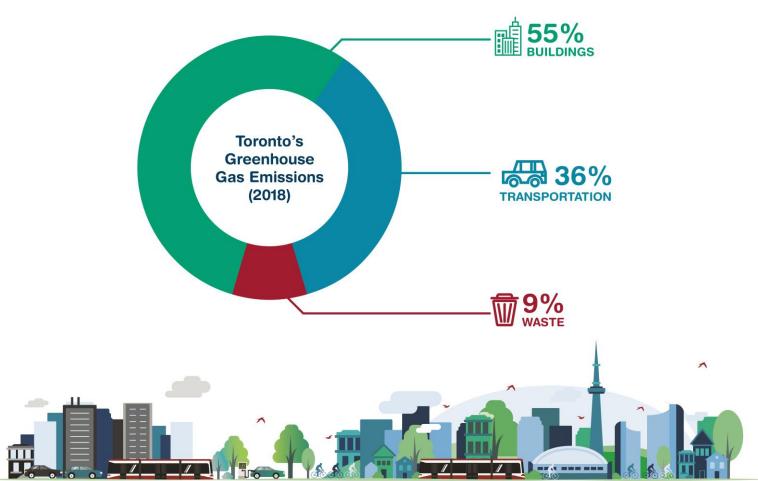


How do we get to net zero?

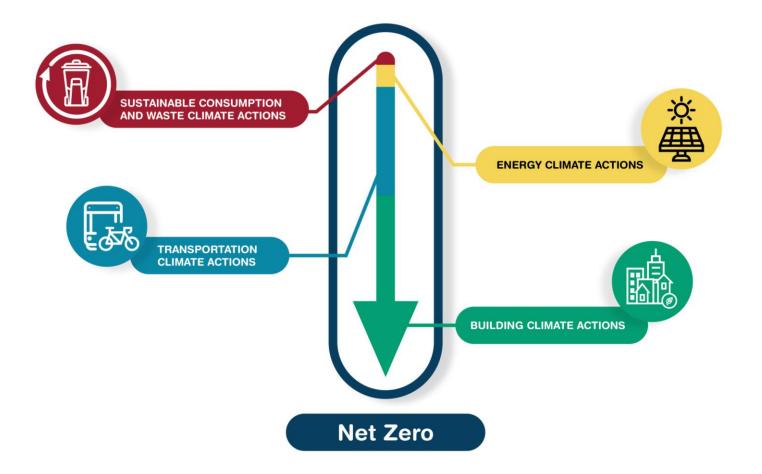
What is net zero?

'Net zero' is achieved when we decarbonize our city meaning we change how we move, build, generate energy, and dispose of our waste so that the greenhouse gases we produce are as close to zero as possible.

We can get Toronto to net zero by 2050 or sooner if we act urgently. We need to implement climate actions that target the major greenhouse gas sources in our city. Reaching our 2030 greenhouse gas emissions reduction target will set us on the right path to net zero.



Our TransformTO Net Zero Strategy will include climate actions that will help us meet our 2030 goals and set us on the path to net zero. With previous input from Torontonians, we've identified key climate actions for reducing emissions from each of the biggest sources of greenhouse gases in Toronto.



The above graphic shows the relative emissions reduction potential of key sectors in Toronto. Considering that buildings and transportation make up the majority of emissions in the city, these sectors have the greatest potential for reduction; however, climate actions in energy, consumption/waste, as well as in equitable engagement and decision-making are also essential. When all actions are implemented, greenhouse gas emissions in our city will reach **near-zero**. Fully achieving **net zero** will require action on the part of all levels of government, to ensure a low-carbon energy grid and reduced reliance on natural gas.



What are the benefits of getting to net zero?

Reducing our greenhouse gas emissions and getting to net zero will contribute to the global effort to protect our climate and create a more climate resilient Toronto – this means creating a city that is prepared for, and can withstand, the stress and shocks of future heatwaves, flooding and ice storms.

Reducing emissions to net zero also creates benefits beyond a greener, low-carbon Toronto, such as advancing social equity. This includes actions that address the issues of equity, prosperity and health, and that don't unfairly impact any specific communities in Toronto.

Our climate action modelling shows that getting on a net zero path will improve our overall health and create many new job opportunities between 2020 and 2050. This is important as we look to community health and economic recovery from the COVID-19 pandemic.

Our modelling also shows us that by implementing climate actions that reduce greenhouse gas emissions, households could save approximately \$1,500 every year in energy costs. So, while we're creating a healthier low-carbon Toronto, we're saving money too!

The net zero climate actions

The TransformTO Net Zero Strategy will include bold climate actions focused on the largest sources of local greenhouse gas emissions. It also includes actions for enhancing greenspaces and other initiatives to promote a liveable, low-carbon city.

Buildings

According to our most recent <u>Greenhouse Gas Inventory</u>, 55 per cent of local greenhouse gas emissions come from the energy used in our buildings; they emit greenhouse gases when using fossil fuels as an energy source, and during manufacturing and construction. Natural gas consumption to heat buildings continues to be the largest source of emissions community-wide, accounting for approximately 50 per cent of all emissions in Toronto.

To meet our 2030 reduction targets and achieve net zero by 2050 or sooner, we need to focus on ensuring new construction has near-zero emissions and uses low-carbon materials. We also need to retrofit existing buildings to reduce energy consumption and switch to low-carbon energy sources.



The actions we need to take to reduce our buildings' greenhouse gas emissions are:



For new buildings...

Action: Continue to implement the Toronto Green Standard sustainable design requirements for new developments and require net zero ready private buildings by 2030 or sooner.

Action: Require net zero emissions for construction of City-owned buildings.

Action: Support building owners to use low-carbon materials for new construction.

For existing buildings...

Action: Set requirements to report on and limit greenhouse gas emissions from homes and buildings.

Action: Support early action to make retrofits that improve efficiency, comfort and the switch off fossil fuel heating easier and more affordable for home and building owners.

Action: Support the creation of jobs in the building sector and build industry capacity to enable rapid market transformation to scale up zero emission retrofits for existing buildings.



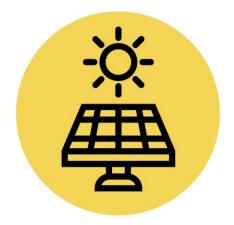
Energy

As a city, we use a lot of energy – particularly in our buildings (see above). But we currently generate very little of our own energy in Toronto, as most energy comes from the provincial electricity grid.

To meet our 2030 reduction targets and achieve net zero by 2050 or sooner, we need to focus on expanding local renewable energy generation and encouraging climateinformed decision making. We also need to advocate for low-carbon provincial energy policies.



The actions we need to take to reduce our energy-related greenhouse gas emissions are:



Action: Produce renewable natural gas from waste.

Action: Increase installation of rooftop and ground mount solar panels.

Action: Support district energy system owners and developers with the implementation of low-carbon energy solutions.

Action: Accelerate investment in energy storage.

Action: Work with other levels of government to ensure low-carbon and resilient energy policies to enable local solutions.

Transportation

Transportation methods and activities account for 36 per cent of local greenhouse gas emissions; burning fossil fuels for our cars, trucks, ships, trains and planes creates greenhouse gases. 73 per cent of transportation emissions come from personal vehicles.

To meet our 2030 reduction targets and achieve net zero by 2050 or sooner, we need to focus on facilitating rapid uptake of electric vehicles while encouraging active transportation and public transit use.

The actions we need to take to reduce our transportation greenhouse gas emissions are:

Action: Increase uptake of electric vehicles through incentives.

Action: Increase electric vehicle charging in public spaces and on private property.

Action: Expand usage of and support for low-emissions freight and last mile delivery strategies to move goods.

Action: Expand bike and pedestrian infrastructure and priority zones.

Action: Expand public transit and accelerate implementation of bus rapid transit.

Action: Continue electrification of the TTC fleet.





Sustainable consumption and waste

Waste accounts for 9 per cent of local greenhouse gas emissions. Most greenhouse gas emissions from waste come from landfills, with a small portion from wastewater treatment processes.

To meet our 2030 reduction targets and achieve net zero by 2050 or sooner, we need to focus on advancing toward a zero-waste, circular economy. A circular economy will focus on product longevity, renewability, reuse and repair instead of just taking a resource, making a product and then throwing that product away.

The actions we need to take to reduce our waste greenhouse gas emissions are:



Action: Conduct a city-wide consumption-based emissions inventory and set a reduction target.

Action: Reduce city-wide material consumption and increase circularity (i.e., efficient re-use and recovery of resources).

Action: Continue outreach and engagement on citywide waste reduction and diversion, with a focus on food and organic waste.

Greenspace

Getting to net zero also requires consideration of opportunities to remove carbon from the atmosphere. Greenspaces, including trees, parks and ravines, provide natural carbon removal and help create a liveable and healthy city.

To meet our 2030 reduction targets and achieve net zero by 2050 or sooner, we need to also implement the following nature-based solutions:

Action: Increase tree canopy cover, biodiversity and enhance greenspaces.

Action: Achieve equitable distribution of the urban forest, increasing tree canopy where it is most needed.

Decision-making and equitable engagement

Getting to net zero needs informed decision-making and community-wide involvement. In addition to targeting the largest sources of greenhouse gas emissions and enhancing greenspaces in our city, we need to focus on making climate informed decisions and engaging with our local community – including with Indigenous communities, equityseeking groups and youth.

The actions we need to take include:



Action: Corporate-wide adoption of a climate lens for all new City operating programs and capital projects to incorporate climate considerations in the municipal decision-making process.

Action: Focus outreach on equity-seeking groups to lead and implement local climate action.

Action: Work with Indigenous communities to share knowledge.

Action: Focus on youth engagement and leadership.

Action: Establish a Climate Advisory Group.

Help us get to net zero!

We need your help to prioritize which climate actions should be implemented in the short-term to make sure we meet our 2030 goals and beyond. Effectively reducing our emissions and reaching net zero means leaving nobody behind—so while you're considering which climate actions should be implemented first, also give some thought to what these actions might look like in your community while we travel the path to net zero together.

Complete the survey at <u>TransformTO.ca</u> or host your own climate conversation using the questions and materials provided in the Discussion Guide.



Proposed TransformTO Net Zero Strategy actions - summary

Buildings

- Continue to implement the Toronto Green Standard sustainable design requirements for new developments and require net zero ready private buildings by 2030 or sooner.
- Require net zero emissions for construction of City-owned buildings.
- Support building owners to use low-carbon materials for new construction.
- Set requirements to report on and limit greenhouse gas emissions from homes and buildings.
- Support early action to make retrofits that improve efficiency, comfort and the switch off fossil fuel heating easier and more affordable for home and building owners.
- Support the creation of jobs in the building sector and build industry capacity to enable rapid market transformation to scale up zero emission retrofits for existing buildings.

Energy

- Produce renewable natural gas from waste.
- Increase installation of rooftop and ground mount solar panels.
- Support district energy system owners and developers with the implementation of low-carbon energy solutions.
- Accelerate investment in energy storage.
- Work with other levels of government to ensure low-carbon and resilient energy policies to enable local solutions.

Transportation

- Increase uptake of electric vehicles through incentives.
- Increase electric vehicle charging in public spaces and on private property.
- Expand usage of and support for low-emissions freight and last mile delivery strategies to move goods.
- Expand bike and pedestrian infrastructure and priority zones.
- Expand public transit and accelerate implementation of bus rapid transit.
- Continue electrification of the TTC fleet.

Sustainable consumption and waste

- Conduct a city-wide consumption-based emissions inventory and set a reduction target.
- Reduce city-wide material consumption and increase circularity (i.e., efficient re-use and recovery of resources).
- Continue outreach and engagement on city-wide waste reduction and diversion, with a focus
 on food and organic waste.

Greenspace

- Increase tree canopy cover, biodiversity and enhance greenspaces.
- Achieve equitable distribution of the urban forest, increasing tree canopy where it is most needed.

Decision-making and equitable engagement

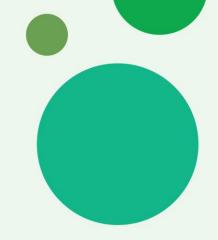
- Corporate-wide adoption of a climate lens for all new City operating programs and capital projects to incorporate climate considerations in the municipal decision-making process.
- Focus outreach on equity-seeking groups to lead and implement local climate action.
- Work with Indigenous communities to share knowledge.
- Focus on youth engagement and leadership.
- Establish a Climate Advisory Group.

Terminology and definitions

- **Climate advisory group** This group would include 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.
- **Climate lens** 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.
- **Consumption-based emissions inventory** The City would study and set a limit for the greenhouse gas emissions from the consumption of goods and services that are produced elsewhere, shipped, then used and disposed of by Torontonians.
- **District energy** A low-carbon district energy system 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.
- **Energy storage** Provides the ability to store renewable energy and use it when needed.
- Low-carbon materials Studies show that emissions embodied in construction materials can account for up to 80 per cent of a large buildings' total emissions from extraction to decommissioning. Using low-carbon materials and construction practices can have a big impact.
- **Toronto Green Standard (TGS)** Toronto's sustainable design requirements for new private and city-owned developments.
- **Zero emission retrofits** Making changes to existing buildings to reduce greenhouse gas emissions. We will support workforce development and training to ensure a strong and sufficiently numbered workforce is ready to meet the new demand for deep emissions retrofits. Partner with trades unions, training organizations, industry associations to enhance existing trainings and support development of new ones.







Discussion Guide



Discussion Guide

Now that you've had the opportunity to review the Transform TO: Net Zero Climate Actions Backgrounder, please consider and discuss the following questions.

- 1. What are the most important net zero climate actions to implement in the short-term? Why?
- 2. Which net zero climate actions do you think would be the most challenging for you or your community, and why?
- 3. What is needed to support and encourage uptake of these net zero climate actions in your community?

Please refer to the terminology and definitions section on Page 21 for further information.

