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Engaging Municipalities in Air Quality Improvements in Southwestern Ontario

FINAL REPORT

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Although many people contributed to the preparation of this document, the Clean Air Partnership bears sole responsibility for the contents and for any errors or omissions.

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About the Clean Air Partnership

The Clean Air Partnership (CAP) is a registered charity that works in partnership to promote and coordinate actions to improve local air quality and reduce greenhouse gases for healthy communities. Our applied research on municipal policies strives to broaden and improve access to public policy debate on air pollution and climate change issues. Our social marketing programs focus on energy conservation activities that motivate individuals, government, schools, utilities, businesses and communities to take action to clean the air.

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1. INTRODUCTION

An airshed can be defined as a region with common air quality issues, including geography, emissions sources and economic influences that result in discrete atmospheric conditions. Pollution created in one area may travel many kilometres, affecting the air quality of other areas. As a result, air quality is best addressed on an airshed basis. Several regional models for air quality improvement already exist in Canada, including the Greater Vancouver Regional District (GVRD), the Greater Toronto Area Clean Air Council (GTA-CAC), Clean Air Hamilton (CAH) and Alberta's Clean Air Strategic Alliance (CASA).

1.1 The benefits of local cooperation on air quality issues

Locally administered air quality initiatives permit quick and targeted response to air quality problems, close control over operations, and the mobilization of local resources. However, local governments alone lack the jurisdiction and the resources to implement or operate needed programs, and must contend with competing local priorities. Moreover, the complexity of air pollutant interactions makes coordination paramount among stakeholders, including the three levels of government, NGOs, public health officers, industry, and the general public. In response to these challenges, multi-partner, regional working groups have been established in several Canadian airsheds to tackle local air quality problems and implement comprehensive solutions.

There are several benefits to an inter-governmental approach to addressing air quality issues. Having multiple jurisdictions at the same table enhances networking and the exchange of resources and information. It ensures that no one group is working in isolation and that efforts are not unnecessarily duplicated. Inter-governmental cooperation also provides an opportunity to lever scarce resources for research, outreach and other air quality improvement initiatives. Bringing together multiple staff from different departments and municipalities across the airshed also helps to break down the silos that exist within and amongst municipalities, and increases cooperation on air quality issues.

1.2 Southwestern Ontario

The population of Southwestern Ontario is over 2.3 million people, approximately half of whom live in the metropolitan areas of Windsor, London and Kitchener. Southwestern Ontario experiences unique air quality challenges arising from its distinct economy and geography. The highly industrialized nature of parts of the region, and its proximity to emissions sources in the United States, are major regional air quality issues. In the last decade several Canadian studies have been published linking environmental pollution to adverse population health in various communities (Burnett et al. 1997a, 1997b, 1998, 2000; Goldberg et al. 2001). These reports have

consistently shown that southwestern Ontario has several 'hot spots' in terms of environmental exposure.

As part of the Canada-US Border Air Quality Strategy, Environment Canada and the U.S. Environmental Protection Agency jointly led the Great Lakes Basin Airshed Management Framework Pilot Project in 2003. Partners in this initiative also included the City of Windsor, the City of Sarnia, the City of London, the Corporation of the municipality of Chatham-Kent, Health Canada, the Province of Ontario and the State of Michigan.

The 2006 report of the Great Lakes Basin Airshed Management Framework Pilot Project makes a number of recommendations for increased cross-border communication with respect to air quality issues. It also highlights the importance of dialogue at the local level.

2. OBJECTIVE

The objective of this study was to explore the need for and the interest in forming an inter-governmental air quality working group in southwestern Ontario and to investigate how such a group could coordinate efforts and share information across the border. This report summarizes the results of three focus group sessions held in London, Ontario between January and March 2008, and makes recommendations for future action.

Focus groups were designed to identify:

- i) The opportunities and challenges in southwestern Ontario for the establishment of an intergovernmental air quality working group;
- ii) The identity of key partners, their willingness to participate and in what capacity;
- iii) The interest of similar organizations in the United States (e.g. Southeast Michigan Council Of Governments) to engage with their Canadian counterparts in air quality issues, and in what capacity;
- iv) How the council could be structured with respect to its workplan, goals and operating principles;
- v) Estimated operating costs; and,
- vi) Geographic scope.

3. METHODOLOGY

3.1 Focus Group Participants

With guidance from the City of London and Environment Canada, CAP developed a list of invitees from all levels of government in southwestern Ontario to participate in the focus group sessions (Table 1).

Table 1: Invited Representatives to focus group sessions

GOVERNMENT ORGANIZATION	FOCUS GROUP INVITEES
Public Health Units	<ul style="list-style-type: none"> • Chatham-Kent • Elgin-St. Thomas • Huron County • Lambton County • Middlesex-London • Oxford County • Perth District • Grey-Bruce • Wellington-Dufferin-Guelph • Windsor-Essex
Municipalities	<ul style="list-style-type: none"> • Goderich • Ingersoll • London • Owen Sound • Sarnia • St. Thomas • Stratford • Tillsonburg • Windsor • Woodstock
Provincial Government Ministries	<ul style="list-style-type: none"> • Ontario Ministry of the Environment, Air Policy and Climate Change Branch • Ontario Ministry of the Environment, Southwest Regional Office
Federal Government Departments	<ul style="list-style-type: none"> • Environment Canada, Environmental Protection Operations Directorate, Ontario • Health Canada, Healthy Environments and Consumer Safety Branch • Natural Resources Canada, Environmental Policy Division

Through phone calls, contacts and web-searches, appropriate representatives from each organization were identified. At the municipal level, staff people assigned to air quality, environmental projects or environmental health, were sent invitations. Where a staff member was not assigned to these tasks, organizations were asked to self-identify who should participate. This was the case in a number of smaller municipalities who do not have environmental coordinators or air quality managers on staff. Once identified, representatives were sent an e-mail description of the initiative and invited to participate in the focus groups. Where invitations were not responded to, CAP followed up with telephone calls to potential participants.

The following people participated in at least one focus group session:

- Rosemarie Arndt, Chatham-Kent Health Unit

- Alex Basiji, Health Canada
- Esther Bobet, Environment Canada
- Christina Cheng, Ontario Ministry of the Environment
- David Creery, City of Woodstock
- Allison Cook, City of London
- Bryan Cobus, Middlesex-London Health Unit
- Neils Dube, Oxford County Health Unit
- Therese Hutchinson, (not officially representing any group but involved with Occupational Health Clinics for Ontario Workers and the Ontario Environmental Network)
- David Johnston, City of Sarnia Environmental Advisory Committee
- Madhu Malhotra, Environment Canada
- John Mansell, City of St. Thomas
- Chris Manzon, City of Windsor
- Jim Reffle, Middlesex-London Health Unit
- Karina Richters, City of Windsor
- Jamie Skimming, City of London
- David White, Middlesex-London Health Unit

The following people expressed interest in the findings of the focus group but were not able to participate in any of the focus group sessions:

- Kim Bresee, City of Sarnia
- Deborah Haswell, City Councillor, Owen Sound
- Susan Moir, Natural Resources Canada
- Jim Richardson, Ministry of the Environment, Southwest Regional Office
- Andrew Taylor, Lambton Public Health
- Jeanette Walker, Town of Goderich

3.2 Focus Group Sessions

Focus Group #1 – January 31, 2008

The objectives of the first focus group session were twofold, 1) to present existing models for regional cooperation on air quality issues¹ and, 2) to hear from focus group participants their local air quality priorities and challenges. In the first half of the meeting CAP staff introduced several existing inter-governmental working groups as models for supporting air quality and climate change initiatives at the local level. Sara Peckford, the GTA Clean Air Council (GTA-CAC) representative from the Town of Caledon, spoke about her experiences working with local partners on air quality initiatives and how her participation in the GTA-CAC informs her work.

¹ Clean Air Hamilton, the GTA Clean Air Council, Greater Vancouver Regional District and Clean Air Strategic Alliance in Alberta

In the second part of the meeting, focus group participants were each asked to speak to three key questions on behalf of their jurisdictions:

- i) What barriers/ challenges do you see for your municipality participating in a regional body dedicated to air quality improvement?
- ii) What are the key air quality/ climate change issues your municipality is currently addressing?
- iii) What are the main challenges in your municipality with respect to environmental initiatives?

Other topics of discussion included potential sources of funding, potential partners and what an appropriate governance structure would be². Following the meeting, participants were asked to discuss the proposed initiative with colleagues and report back at a second meeting held in February.

Focus Group #2 – February 20th, 2008

Following the first focus group meeting, CAP staff developed a memo that outlined a number of structural options for an inter-governmental air quality working-group in southwestern Ontario. This memo was sent to participants in advance of the second focus group meeting and formed the basis for discussion during this session.

Specific discussion topics covered by this memo³ included:

- i) Administrative structure
- ii) Criteria for membership
- iii) Operating Principles
- iv) Organizational mandate
- v) Membership fees
- vi) Associate membership fees
- vii) Activities
- viii) Meetings location
- ix) Meeting frequency
- x) The relationship with other regional working groups
- xi) Political buy-in

During the second focus group, participants requested that CAP staff prepare a sample workplan (Appendix VI) and budget (Appendix VII) for the first year of an air quality working-group⁴. Participants also requested that CAP prepare 2-3 different examples of fee structure options (Appendix VIII).

² See Appendix I for meeting notes from the January 31st, focus group session

³ See Appendix II, "*Structural options for the creation of a Southwestern Ontario Clean Air Council*", dated February 15, 2008

⁴ See Appendix III for meeting notes from the February 20th, focus group session

Focus Group #3 – March 19th, 2008

In preparation for the third, and final, focus group session CAP staff prepared a memo outlining draft findings from the first two focus groups and putting forth a number of potential recommendations⁵. The objective of the third focus group meeting was to review this memo with focus group participants to ensure that the group was comfortable with the findings or if a change of focus was needed.

This meeting also provided an opportunity to introduce SEMCOG to the group and to discuss how this group (or other similar U.S. organizations) could participate in an air quality working group in southwestern Ontario⁶.

4. FINDINGS FROM THE FOCUS GROUPS

- 4.1 Overwhelmingly, municipal representatives were interested in, and saw the value in, the formation of an inter-governmental working group to address clean air issues in southwestern Ontario;
- 4.2 Most southwestern Ontario municipalities, particularly smaller ones, do not have the capacity to address air quality issues alone without the support of other levels of government and fellow municipalities;
- 4.3 Many municipalities would find it difficult to include membership fees into their annual budgets without more experience of the benefits of membership;
- 4.4 Where air quality issues are being addressed by local governments this is happening at the municipal level, often within public health units;
- 4.5 Air quality challenges and priorities vary across the region, but common issues include transportation, ground-level ozone (and other smog precursors), local sources of emissions, and transboundary emissions. Transboundary issues in particular affect the entire region;
- 4.6 A large portion of southwestern Ontario is rural, making it difficult to engage the population, implement air quality initiatives and assess activities;
- 4.7 Political buy-in and support is necessary to ensure the success of a regional air quality working group;

⁵ See Appendix IV, "*Draft Report Concerning the Formation of a Possible Municipal Air Quality Working Group in Southwestern Ontario*", dated March 10, 2008

⁶ See Appendix V for meeting notes from the March 19th focus group session

- 4.8 Models for regional cooperation on air quality issues do exist in southern Ontario and Canada. These models could provide valuable direction for this process in southwestern Ontario;
- 4.9 In southwestern Ontario there are a number of non-governmental groups such as industry associations, First Nations and other aboriginal communities, business leaders, researchers and community groups that are actively involved in air quality initiatives;
- 4.10 Potential cross border partners include SEMCOG (Southeast Michigan Council Of Governments), which is actively involved in local air quality initiatives in southeast Michigan.

5. FOCUS GROUP PARTICIPANTS AGREED TO CONSIDER THE FOLLOWING FOR FUTURE DISCUSSION:

- 5.1 Municipalities, together with representatives of the federal and provincial governments in southwestern Ontario continue to meet as an inter-governmental air quality working group (the Southwestern Ontario Clean Air Council). Jurisdictions signify their intent to participate by appointing at least one representative on the Council and/ or by passing a council resolution confirming support for inter-governmental cooperation on air quality and the Southwestern Ontario Clean Air Council, and adopting a meeting schedule;
- 5.2 Membership in the Southwestern Ontario Clean Air Council be open to government agencies in operation in southwestern Ontario (the 519 area code);
- 5.3 The Southwestern Ontario Clean Air Council will explore planning a one-day forum on air quality (the Southwestern Ontario Clean Air Summit);
- 5.4 Efforts be made to communicate to local non-governmental organizations, community and industry groups, researchers, First Nations and other aboriginal communities to determine their role in a possible Southwestern Ontario Clean Air Council and Southwestern Ontario Clean Air Summit;
- 5.5 The Southwestern Ontario Clean Air Council would benefit from the support of a coordinator to administer its activities;
- 5.6 Ideally the coordinator will be based in the community and hosted by a local municipality;

- 5.7 In order to postpone membership fees during the first year of the Southwestern Ontario Clean Air Council, the coordinator would be the responsible for fundraising for 100% of the cost of year-one activities;
- 5.8 Year one activities focus on collaboration and information sharing among regional municipalities and orders of government. To this end, the Southwestern Ontario Clean Air Council could convene three or four meetings in 2008/2009;
- 5.9 Meetings where appropriate in the region and, where possible, engage representatives from across the border – possibly an organization such as SEMCOG.

6. CROSS BORDER PARTICIPATION

Environment Canada has reported their colleagues in the U.S. Environmental Protection Agency (Region 5) support the concept of an inter-governmental air quality working group established in southwestern Ontario. Environment Canada staff have also spoken with representatives from SEMCOG, who have an interest in working with their Canadian counterparts. However, they are not in a position to make any specific commitments at this time. A suggestion was raised that two joint meetings be held each year, one on each side of the border, with perhaps one representative from either side attending additional meetings. Specific terms for coordinating cross-border cooperation will be decided by the Southwestern Ontario Clean Air Council once it has been established.

7. CONCLUSION AND NEXT STEPS

Local governments across southwestern Ontario have indicated that air quality is an important concern for them. However, most municipalities and municipal public health units do not have the capacity to act alone on the issue. Focus group participants recognize that participating in an inter-governmental working group provides them and other southwestern Ontario municipalities with an effective and efficient opportunity to network with each other, to share best-practices to take advantage of existing expertise, and to access funding and other resources. Regional cooperation on air quality supports the capacity of municipalities to address their own and neighbouring air emissions, and to work with communities in addressing local air pollution issues.

Focus group participants were restricted to municipal staff, or those representing municipalities. It was determined that the Southwestern Ontario Clean Air Council be focussed specifically on building municipal capacity. Furthermore, it was pointed out that this Council is not the Federal or Provincial Government's only strategy to address air quality issues in southwestern Ontario.

It was also raised that the working group will need to determine how to partner with other groups (e.g. NGOs, Industry, labour, community groups, First Nations and other aboriginal

communities, etc.). Some of these groups are actively addressing air quality issues in southwestern Ontario and will be very interested in participating in an air quality working-group. To avoid confusion and misunderstanding, messaging with respect to the Council or any events associated with the Council needs to be very clear.

Having determined that an inter-governmental air quality working group is an important and useful initiative for southwestern Ontario, focus group participants are eager to move forward as soon as possible. To this end, the participants have agreed to maintain the momentum that has been created by reconvening in late April or early May of 2008.

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APPENDIX I – Focus Group Meeting Notes, January 31st, 2008

Engaging Municipalities in Air Quality Improvements in Southwestern Ontario

Meeting Notes

Thursday January 31st, 2008

1:30 p.m. – 4:00 p.m.

London City Hall, Committee Room #1 (second floor),

Attendees:

Caledon: Sara Peckford

Chatham-Kent Health Unit: Rosemarie Arndt

Clean Air Partnership: Eva Ligeti, Virginia
Mersereau, Gabriella Kalapos

Environment Canada: Madhu Kapur Malhotra

Health Canada: Alex Basiji

London: Jamie Skimming

Middlesex-London Health Unit: Jim Reffle,
David White

Ministry of the Environment: Christina Cheng

OHCOW: Therese Hutchinson

Sarnia (Environmental Advisory Committee):

David Johnston

St. Thomas: John Mansell

Windsor: Chris Manzon

Action Items at a Glance – January 31st, 2008

Who	Action	Target Date
CAP	CAP will draft notes from this meeting and distribute to participants and other interested parties	a.s.a.p.
Meeting Participants	Meeting participants are asked to please discuss this initiative with colleagues and report back to the group input from their jurisdiction	February 20 th , 2008

1. Introduction and Welcome:

a) Eva Ligeti, Executive Director, Clean Air Partnership

- The Clean Air Partnership (CAP) is a registered charity that works in partnership to promote and coordinate actions to improve local air quality and reduce the emission of greenhouse gases. CAP is responsible for administering the GTA Clean Air Council
- Established in 2000, the GTA Clean Air Council (GTA-CAC) is an inter-governmental working group that aims to improve air quality across the GTA
- Members include 24 municipalities in the GTA, the Ontario Ministries of the Environment, and Transportation, Environment Canada, Health Canada and Natural Resources Canada
- Associate members from municipalities located outside of the GTA, including Hamilton and Waterloo, also participate
- Representatives meet once a month to share best practices, coordinate joint actions and hear about innovative technologies and initiatives that address air quality and climate change issues
- When the GTA-CAC was first established, very few municipalities in the area had a dedicated staff person responsible for addressing environmental issues. Now, 6 years later, almost all participating municipalities have created an environmental coordinator position or the equivalent
- Members pay annual membership fees based on their population size and level of government
- CAP on behalf of Environment Canada is undertaking this initiative to determine how a similar body could function in Southwestern Ontario

b) Jamie Skimming, City of London

- The City of London is very interested in working with other municipalities in Southwestern Ontario to address air quality and climate change issues
- The model of the GTA Clean Air Council is appealing and Jamie would like to explore how a similar body could operate in this region

c) Madhu Kapur Malhotra, Air and Inventories Division, Environment Canada

- As part of the Canada-US Border Air Quality Strategy, Environment Canada and the U.S. EPA jointly led the Great Lakes Basin Airshed Management Framework Pilot Project
- Partners in this initiative included the City of Windsor, the City of Sarnia, the City of London, the Corporation of the municipality of Chatham-Kent, Environment Canada, Health Canada, U.S. EPA, the Province and Southeast Michigan
- This initiative was officially completed in 2006 with a final report making a number of observations and recommendations for increased cross-border cooperation on air quality issues
- A number of these recommendations apply to local governments
- The purpose of this meeting is to explore the feasibility of establishing an air quality working group in Southwestern Ontario. The discussion today and in future meetings will be used to draft a proposal for moving forward.
- Also to explore how such a working group could coordinate efforts and share information across the border. i.e. SEMCOG

2. Presentations:

a) Virginia Mersereau, Clean Air Partnership – *Engaging Municipalities in Air Quality Improvements* (Slide deck attached)

- There are a number of regional air quality working groups operating across Canada
- These organizations operate on different budgets and at different scales but have all managed to achieve significant improvements in air quality in their regions
- The unique experiences of each organization can be drawn upon to learn lessons that are appropriate for the context in Southwestern Ontario
- These groups include:
 - The Greater Vancouver Regional District (GVRD) www.gvrd.bc.ca/air/planning.htm
 - Clean Air Strategic Alliance (CASA) in Alberta www.casahome.org
 - Clean Air Hamilton (CAH) www.cleanair.hamilton.ca
 - GTA-CAC www.cleanairpartnership.org/gtacac/
- Looking at each of these groups we can see that there are a number of common factors that have led to their success, including: sustained funding, dedicated staff, successful partnerships, political support and technical support
- Before an air quality working group is established in Southwestern Ontario consideration must be taken for a number of things, including:
 - What are the potential sources of funding?
 - What groups should participate?
 - How to establish political buy-in?
 - What are the priority air quality issues?

b) Gabriella Kalapos, Director of Outreach, Clean Air Partnership – *The GTA Clean Air Council* (Slide deck attached)

- The GTA-CAC was established as a working group at the 2000 Smog Summit
- Today its membership consists of 33 partners from all four levels of government (including members and associate members)
- Benefits to members of participation include sharing information, networking, and access to strategically timed meetings and reports

- Members and associate members pay annual fees that range from \$10,250 for GTA regional governments to \$750 for lower-tier municipalities with populations under 50,000
- The GTA-CAC hosts the annual Smog Summit, which invites politicians from member jurisdictions to come together to jointly sign onto the Inter-governmental Declaration on Clean Air (the Declaration)
- The Declaration outlines the GTA-CAC's collective understanding of the impacts of poor air quality and presents the workplan for joint clean air actions to be undertaken in the coming year
- On-going GTA-CAC projects include:
 - Working with partners to conduct air quality modelling in the GTA
 - Urban Heat Island mapping of the GTA (in partnership with NRCan)
 - 20/20 The Way to Clean Air
 - The Alliance for Resilient Cities
 - Sustainable Purchasing Community of Practice
- Across the GTA members are participating in green building, green fleet, and renewable energy initiatives and sharing information and results with the collaborative

c) Sara Peckford, Environmental Progress Officer, Town of Caledon – *The Town of Caledon's Experience with the GTA-CAC* (Slide deck attached)

- The Town of Caledon has been a member of the GTA-CAC since 2002 and was recognized as the "Greenest Town in Ontario" in 2003
- In 2004 Sara Peckford was hired in the newly created position of 'Environmental Progress Officer', her first job was to create an Environmental Progress Action Plan for the Town
- Initially the Town of Caledon joined the GTA-CAC because it was a natural fit with the green history of the town, the workplan and activities of the Council align with the Environmental Progress Action Plan, and other municipalities in the Region of Peel were members
- Membership benefits the Town in a number of ways:
 - Information about best practices ("What are other GTA municipalities doing?" is always the first question from Council)
 - Access to financial and other resources (Town can participate in and benefit from environmental initiatives without necessarily having money in budget)
 - Fostering connections with other municipalities, Federal departments, provincial ministries and NGO's

3. Group Discussion:

- a)** Participants were each asked to speak to three key questions on behalf of their jurisdictions:
- i) What barriers/ challenges do you see for your municipality participating in a regional body dedicated to air quality improvement?
 - ii) What are the key air quality/ climate change issues your municipality is currently addressing?
 - iii) What are the main challenges in your municipality with respect to environmental initiatives?

Jim Reffle, Middlesex-London Health Unit:

- London Middlesex Health Unit (MLHU) is autonomous and funded by the Province
- MLHU represents Strathroy, Dorchester, Lucan, and London
- MLHU has been involved with air quality issues since 1997 and is responsible for outreach and delivering health messaging to the community
- MLHU has no trouble participating in a Southwestern Ontario air quality working group as it fits within their mandate
- Major air quality issues include:
 - ground-level ozone
 - particulates
 - transboundary issues
- MLHU is looking at initiatives similar to the GTA Clean Air Council

- Momentum is needed to generate funding for an air quality working group
- Smog alerts are an opportunity to provide information to the public

Jamie Skimming, City of London:

- The City of London is very interested in participating in a Southwestern Ontario air quality working group or Council
- In London the contribution of small and medium enterprises (SMEs) and individuals are the primary determinants of air pollution and greenhouse gas emissions
- Transportation is a main issue – the City is engaged in Transportation Demand Management (TDM) and Active Transportation strategies to get people out of single occupancy vehicles
- An idling by-law currently exists but the City is currently re-examining enforcement with the MLHU
- Residential energy conservation and energy efficiency are other priority issues
- City is working on Smart Growth or 'Placemaking' strategies and engaging stakeholders on this issue
- Sustainable energy is another key issue, City has created the Mayor's Sustainable Energy Council, which includes many stakeholders including the University of Western Ontario, Fanshawe College, London Hydro, and Union Gas
- The City of London's Energy conservation activities for SMEs have stalled, the City would like to invigorate this process
- Local food promotion is also an emerging issue, although it is less of a focus than the other issues
- Challenges and questions that London foresees include:
 - Should membership fees be charged? Should they be on par with the GTA-CAC fees?
 - How to balance the reduced ability of smaller municipalities to pay membership fees with the need for sufficient funding to operate an air quality council?
 - How to get individuals to engage in behaviour change in a cost-effective manner
 - How to monitor and evaluate programs?
 - How to collect data?

John Mansel, St. Thomas

- St. Thomas is a City of 36,000 people
- They have a close connection with the Elgin-St. Thomas Health Unit
- There is no dedicated staff person to work on environmental issues
- No current air quality projects
- Buildings people are currently looking into energy efficiency
- Will pass information along to the local health unit who may be better situated at this time to participate in a regional air quality working group

David Johnston, Sarnia Environmental Advisory Committee (EAC)

- Sarnia EAC reports to City Council
- Sarnia is number #1 in poor air quality in Canada according to recent Heart and Stroke Foundation report
- Sarnia-Lambton environmental association is conducting air quality monitoring and has submitted a report to the MOE so good base-line data for emissions exists in Sarnia
- Lambton generation station has been recently upgraded to reduce NOx
- 5 new coal-fired plants being built in Michigan, 1 directly upwind of Sarnia
- An idling study done by C2P2 found that the proposed widening of the 402 will affect the health of Sarnia residents. As a result the City has proposed moving the 402 away from the City core
- Very interested in participating in a regional air quality working group
- There is a lot of potential for in-kind support from Industry

Chris Manzon, City of Windsor

- No barriers to Windsor participating in regional air quality working group
- Windsor is currently completing an environmental master plan and hiring an environmental coordinator who would be responsible for coordinating the City's participation
- Windsor has many air quality initiatives and would benefit from being involved
- Perhaps smaller municipalities in the region with fewer financial resources could be involved through the Counties
- Will provide contact information for County staff
- Major air quality issues in Windsor are transboundary
- US-Canada border crossing cuts through Windsor and is currently being widened
- Windsor is in a shrinking economy and has lost 10-15,000 jobs recently
- City budget reductions make it hard to fund air quality initiatives - probably more likely to fund communications and outreach initiatives

Christina Cheng, MOE:

- Regional office of the MOE would be appropriate body to participate and potentially transboundary office (will forward contact information)
- Suggests coordinating with University of Windsor and other academic organizations who have their own funding sources

Dave White, MLHU:

- Suggests that partnership with every municipal agency is important (not just Health Units)
- There will always be partners who have less money, larger cities can possible share resources with smaller municipalities
- We need to find a way to reach out to the silent majority
- Need to partner with American agencies, including Southeast Michigan Council of governments (SEMCOG)
- Need to break down silos and work locally

Therese Hutchinson: (not officially representing any group but involved with Occupational Health Clinics for Ontario Workers and the Ontario Environmental Network)

- Industry is a powerful force influencing air quality in SWO. It is through changes that they can make that will see a real difference in local air quality
- Need to work with and understand local culture
- Need broadly-based coalition with multi-stakeholder participation
- Sarnia now has air quality NGOs, which the City never used to have
- Need people in high-level positions in government to be engaged

Rosemarie Arndt, Chatham-Kent Health Unit:

- Environment department hasn't traditionally taken on air quality initiatives, nobody's job
 - Clean Air Day sparked interest, now looking at anti-idling initiative
 - Would be impressed with regional air quality working group and interested in participating
 - Need to share information and have consistency across municipal borders
 - Major challenge is that county has 110,000 people, greater than 60% of which are rural making it hard to engage population and assess activities
- b) The group discussed various issues, including potential sources of funding, key-partners and what an appropriate governance structure would be:

Potential Funding Sources:

- Industry
- London Community
- TD Friends of the Environment and other foundations with similar mandates

- Capacity exists in Labour Council Environmental groups for money and research (Windsor and Sarnia)

Potential Partners:

- Researchers/ academics/ universities
- Chambers of Commerce (environmental committees)
- Labour Councils
- Union Gas
- First Nations Groups
- Windsor Essex County Environmental Committee
- Municipalities in the 519 area code

Governance Structure:

It was noted that the founding principals of GTA Clean Air Council are no finger-pointing and 100% consensus-based decision-making. Various possibilities for the structure of a Clean Air Council in southwestern Ontario exist. These include:

- Restricting membership to municipalities and federal and provincial departments, while collaborating unofficially with other partners
- Restricting full membership to municipalities and Federal and Provincial departments while inviting other parties (industry, community groups, academics, etc.) to participate as associate members
- Opening up membership to all interested parties

It was agreed upon by all that industry, academics and NGO's are essential partners in southwestern Ontario and potentially key sources of resources and funding. However, a decision was made to restrict these initial discussions to a core group of representatives from municipalities, to keep the process focussed. A mechanism for including the participation of other groups will be outlined in the Final Report prepared by the Clean Air Partnership.

4. Conclusion and Next Steps

There was a great deal of interest around the table in participating in a regional air quality working group. Meeting participants were asked to return to their jurisdictions and share the information provided during this meeting with their colleagues. The Clean Air Partnership will organize a second meeting in London on February 20th. Attendees at this meeting will be asked to report back on the buy-in and support from their jurisdiction for a Clean Air Council in Southwestern Ontario and their vision of how the council could operate. Specific areas where participants will be asked to provide input are:

- Possible governing structures
- Membership criteria
- Organizational mandate
- Appropriate membership fees
- Where should meetings be held, and how often
- Potential workplan items
- The relationship with other regional working groups

Following the second focus group, CAP will draft a report assessing the feasibility of establishing a Clean Air Council in Southwestern Ontario and what the terms of reference might be for the group. This report will be sent to focus group participants for comment in advance of the third, and final, focus group meeting in March, which will include participation of American agencies.

5. Next Meeting:

- Wednesday February 20th, 2008 - 1:30 – 4:00pm, London City Hall, Committee Room 1.

APPENDIX II – Focus Group Meeting Notes, February 20th, 2008

Engaging Municipalities in Air Quality Improvements in Southwestern Ontario

Meeting Notes
February 20th, 2008
London City Hall, Committee Room #1 (second floor),

Attendees:

Chatham-Kent Health Unit: Rosemarie Arndt

Clean Air Partnership: Eva Ligeti, Virginia Mersereau

Environment Canada: Madhu Kapur Malhotra

Health Canada: Alex Basiji

London: Jamie Skimming

Middlesex-London Health Unit: Bryan Copus

OHCOW: Therese Hutchinson

Oxford County Health Unit: Neils Dube

Sarnia (Environmental Advisory Committee): David Johnston

Windsor: Chris Manzon

Woodstock: David Creery

Regrets:

Goderich: Jennette Walker

Ministry of the Environment: Christina Cheng, George Arras

Owen Sound: Deb Haswell, City Councillor

Action Items at a Glance – February 20th, 2008

Who	Action	Target Date
Clean Air Partnership	<ul style="list-style-type: none"> ◦ will draft notes from Feb. 20th meeting and distribute to participants and other interested parties ◦ will prepare a draft budget and workplan for year 1 of the southwestern Ontario municipal air quality working group, including a kick-off event and 3-4 meetings ◦ will prepare 2-3 different fee structure options for year 1 of the working group ◦ will forward examples of the GTA-CAC's health-related research and initiatives to health unit representatives 	a.s.a.p.
Rosemarie Arndt	<ul style="list-style-type: none"> ◦ will put CAP in touch with the Heart and Stroke Foundation who have expressed an interest in possible funding an air quality summit in SWO 	a.s.a.p.
Environment Canada	<ul style="list-style-type: none"> ◦ will invite SEMCOG to the next working group meeting and let them know that there is considerable interest in engaging with them ◦ will brief the Ministry of the Environment of the outcome of this meeting 	a.s.a.p.
Jamie Skimming	<ul style="list-style-type: none"> ◦ will speak to the inter-governmental affairs group in London to investigate a SWO Mayor's association, which could be a helpful resource ◦ will speak to the Mayor's office about the possibility of the mayor sending an invitation to other mayors inviting them to an air quality summit 	a.s.a.p.

1. Introduction and Welcome:

a) Eva Ligeti, Executive Director, Clean Air Partnership

- The Clean Air Partnership, with support from Environment Canada is conducting a feasibility study to explore the potential for establishing an air quality working group in southwestern Ontario
- The study will identify:
 - the opportunities and challenges in Southwestern Ontario for the establishment of such a group;
 - the identity of key partners, their willingness to participate and in what capacity;
 - the interest of similar organizations in the US (particularly SEMCOG) in participating;

- how to leverage the lessons and experiences of other regional models;
- goals and objectives of the newly established council; and,
- estimated project costs.
- This is the second of three meetings which have been organized with interested municipal, provincial and federal parties in southwestern Ontario
- The objective of today's meeting is to discuss structural options for the proposed working group (see attached memo: *Structural options for the creation of a Southwestern Ontario Clean Air Council*)

b) Madhu Kapur Malhotra, Air and Inventories Division, Environment Canada

- The Canada-US Great Lakes Border Air Quality Strategy was the impetus for the formation of the proposed air quality working group. Across the border an intergovernmental organization, SEMCOG (South East Michigan Council of Governments), has local air quality and climate change issues included in its mandate. Environment Canada is interested in supporting the foundation of a corresponding group in southwestern Ontario to work with SEMCOG
- Environment Canada has funded the Clean Air Partnership to bring partners together to gauge the interest for such a group in southwestern Ontario
- At the end of this consultation process a feasibility study, including a proposed one-year workplan and budget, will be drafted by CAP and provided to all partners (municipal, federal and provincial) in the region

Group Discussion:

- a)** This discussion was based on the memorandum entitled "*Structural options for the creation of a Southwestern Ontario Clean Air Council*", which was distributed to meeting participants in advance. Participants were asked to provide input on 11 structural options for the proposed air quality working-group in southwestern Ontario.

1. Administrative structure

- It was suggested that the cities of London and Windsor share responsibility for co-chairing the working group with CAP
- Co-chair responsibilities include ensuring that local-level sensitivities of municipalities are respected, providing in-kind services and supporting events
- Sarnia may also be an option for co-chair of the Council as it is strategically located, however a municipal representative would have to speak to that possibility
- There was concern that having two chairs might dilute work and slow progress, although this has not been the case with the GTA-CAC which has is co-chaired by the Clean Air Partnership and the City of Toronto
- It was proposed that CAP be engaged to administer the activities of the working group through a part-time coordinator; this person should be based in SWO
- The City of London may be able to provide office space and other support in-kind to the coordinator (to be confirmed)
- The basic structure for the group is a community of practice comprising federal, provincial and municipal partners supported by a secretariat and small membership fees
- This group would work with other organizations and associations (AMO, PCP, FCM, etc.) to avoid duplication of efforts

2. Criteria for Membership

- It was proposed that full membership privileges should be extended to federal and provincial departments and municipal governments (including public health units) in southwestern Ontario – which is defined as anywhere is the 519 area code.
- Corporations, NGOs and community groups can participate as sponsors and partners (similar to Enbridge in the GTA) but would not have decision-making power
- It was noted that there is general interest in this group by Sarnia industry partners and the question of how they can be involved will need to be addressed by any group that is formed
- For example, the Dow Corporate Research Centre has a lot of capacity for research and support

3. Operating Principles

- It was proposed that the GTA-CAC operating principles of political neutrality, no finger-pointing, equal voting power of all members, and consensus-based decision-making should be replicated
- Examples of consensus-based decision-making from the GTA-CAC include the annual budget and workplan, the Smog Summit Declaration, fee structure, etc.
- Although governments are represented on the GTA-CAC by several departments (Health Canada, Environment Canada, etc.) they are only permitted one vote

4. Organizational Mandate

- In the early years of the organization, it was proposed that the main focus should be on helping municipalities build capacity to address air quality and climate change issues
- Early activities should focus on collaboration and information sharing; when the capacity exists, other activities, including air quality planning and research could be considered

5. Membership Fees

- The City of London would be comfortable playing a fee of \$1,000-\$4,000 per year, which is similar to what a municipality of that size would pay to join the GTA-CAC
- Fees are considered important, not only because they will support the organization's work plan, but also because they show that the municipality is committed
- There was a question about how to address municipalities who cannot afford to pay membership fees – should they be permitted to participate? Are larger municipalities willing to subsidize the participation of smaller ones? How to differentiate between those who can't and those who won't pay? How can rural municipalities be engaged?
- It was proposed that for the first year of activities all municipalities should be welcome to participate, even if they can't pay
- MLHU receives funding from the City of London, there may be some question as to whether London would be required to pay membership fees twice (once through the City and once through MLHU)

Action Item:

- CAP will prepare 2-3 fee structure options and a budget and workplan for the first year of the organization – activities will include a kick-off event and 3 or 4 meetings

6. Associate Membership Fees

- N/A for the first year as membership will be restricted to government bodies

7. Activities

- It was proposed that the first activity of the working group should be a southwestern Ontario air quality summit (similar to the annual Smog Summit hosted by the GTA-CAC in Toronto every year)
- It was noted that a big event will help drive participation in the group from the top-down (at the political level)
- American organizations, particularly SEMCOG, should be invited to participate in this event
- The Heart and Stroke foundation have expressed an interest to Rosemarie Arndt in possibly funding such an event
- Union Gas was also mentioned as a potential sponsor
- A basic Declaration committing the signatories to work together on air quality issues may be signed at the first event, or this could be worked towards at a later date
- Invitations to participate in the event could come from the MOE, possibly Minister Gerretson's office or the Mayor of London
- The best time for such an event is September (June is too soon and an event may conflict with the Smog Summit)

Action Items:

- Rosemarie Arndt will follow-up with the Heart and Stroke Foundation and put them in touch with CAP

- Jamie Skimming will speak to the inter-governmental affairs group in London to investigate a SWO Mayor's association, which could be a network through which to invite summit participation

8. Meeting Locations

- Proposed meeting locations were London, Sarnia and Windsor

9. Meeting Frequency

- It was proposed that initially meetings be held quarterly moving to bi-monthly in the future depending on need

10. The Relationship with other Regional Working Groups

- It was decided that this new working group should have close working relationships with other similar groups, particularly SEMCOG, the exact nature of which would be decided at a later date

Action Item:

- Environment Canada will invite SEMCOG to the next meeting of this group and express the group's interest in engaging with them

11. Political Buy-in

- Representatives from SWO municipalities, counties and public health units will be invited to participate in an inaugural southwestern Ontario air quality summit to indicate their agreement to participate
- In the GTA, approximately 1/3 of members have asked for council resolutions to sanction their participation in the Clean Air Council. The others participate on their own accord because they see value in it

6. Next Meeting:

Wednesday March 19th, 2008 - 1:30 – 4:00pm, London City Hall, Committee Room 4

APPENDIX III – Focus Group Meeting Notes March 19th, 2008

Engaging Municipalities in Air Quality Improvements in Southwestern Ontario

Draft Meeting Notes

March 19th, 2008

London City Hall, Committee Room #4 (second floor)

Attendees:

Clean Air Partnership: Eva Ligeti, Virginia Mersereau, Priscilla Cranley
Environment Canada: Madhu Kapur Malhotra, Esther Bobet
Health Canada: Alex Basiji
London: Allison Cook

Middlesex-London Health Unit: Bryan Copus
Ministry of the Environment: Christina Cheng
OHCOW: Therese Hutchinson
Oxford County Health Unit: Neils Dube
Windsor: Chris Manzon, Karina Richters
Woodstock: David Creery

Regrets:

Chatham-Kent Public Health Unit: Rosemarie Arndt
Owen Sound: Deb Haswell, City Councillor
Sarnia Environmental Advisory Committee: David Johnston
Sarnia Lambton Health Unit: Andrew Taylor

Action Items at a Glance – March 19th, 2008

Who	Action	Target Date
Clean Air Partnership	<ul style="list-style-type: none"> ◦ CAP will prepare a final report to Environment Canada outlining the findings of all three focus group sessions and recommendations from the group for moving forward ◦ CAP will prepare notes from the March 19th meeting and distribute them to focus group participants 	March 31, 2008
Environment Canada	<ul style="list-style-type: none"> ◦ Environment Canada will review CAP's final report and share it with federal and provincial colleagues 	After April 1 st , 2008
City of London	<ul style="list-style-type: none"> ◦ The City of London will host a follow-up meeting of focus group participants to discuss how to move forward with the creation of a Southwest Ontario Clean Air Council 	May, 2008

a) Eva Ligeti, Executive Director, Clean Air Partnership

- By bringing together municipalities within a region support networks and municipal capacity are built. Allows municipalities to better take advantage and influence Federal and Provincial programs and accelerate the ability of municipalities to address air quality.
- The purpose of today's meeting is to determine if and how to move forward in this process. To ensure that the group is comfortable with the findings or if a change of focus is needed.
- Eva – Point of clarification: Objective is not only to increase the capacity of local municipalities to address corporate emissions, but also to build their capacity to work with their own communities in the way that they want to.

b) Esther Bobet, Air and Inventories Division, Environment Canada

- The purpose of this process is to investigate the feasibility of establishing a southwestern Ontario Clean Air Council;
- Much work has already been done, but there is still the need to consider logistics, operations, issues and activities;
- Environment Canada is encouraged to hear that there is keen interest in an air quality working group among local governments;
- A council will help local governments to use resources efficiently and network on issues of common interest.
- Next steps:
 - ⇒ CAP will deliver report to Environment Canada
 - ⇒ Environment Canada will share the report with Federal and Provincial colleagues
 - ⇒ Environment Canada will meet with the focus group in the near future to discuss how to move forward
 - ⇒ The Southwestern Ontario Clean Air Council will be put into Environment Canada's regional workplan for next year (although this doesn't guarantee funding)

c) Madhu Kapur Malhotra, Air and Inventories Division, Environment Canada

- Environment Canada has been in contact with U.S. EPA Region 5 – Michigan Area and they are encouraged by the feasibility study;
- SEMCOG is also keen, they have a strong interest in cross-border dialogue but can make no commitment for future participation at this time;
- It has been suggested that SEMCOG and the SWO-CAC could have two joint meetings per year, one on each side of the border, and perhaps a representative from each group could attend other meetings. However, this will have to be discussed further once the SWO-CAC has been established.

d) Joan Weidner, Southeast Michigan Council of Governments (SEMCOG)

- Founded in 1958 and currently in its 40th year;
- Voluntary association of local governments (54 members);
- Representing 7 counties in southeast Michigan stretching from Detroit to Port Huron to the Ohio border (approximately 50% of the State's population);
- Mandate is to support local government planning and to advocate for legislation that benefits local governments;
- 75% of funding comes from Federal Government; 25% from membership fees;
- SEMCOG is involved in planning in a number of areas, mainly transportation, but also economic development, land use, and environmental program areas (water, sewer and air);
- Most local governments in Michigan are not directly involved in air quality, SEMCOG acts as a liaison between local governments and the State;
- SEMCOG has a number of policy advisory committees;
- The Environmental Advisory Committee has representatives from county health departments;
- Air Quality Task Force includes a broad group of stakeholders including state and federal agencies, NGOs, researchers, scientists, industry and utility company representatives. There are 55 people on the air quality task force, one third are from member governments. The Air Quality Task Force is a policy group that is responsible for reviewing information provided by a technical sub-committee;
- Executive committee of SEMCOG is composed of elected officials;
- SEMCOG has 90-100 staff – the majority are in the transportation department (30-35)
- SEMCOG also lobbies at the state and federal level;

- SEMCOG is having a climate change workshop on April 24th geared toward local governments to discuss what local governments are doing to address climate change and what's coming down the pipe from State and Federal levels of government;
- SEMCOG holds yearly workshops on different themes for local government members.

7. Group Discussion:

Question: Is Environment Canada supporting the creation of other municipal working groups in the Province?

Answer:

- EC wants to encourage dialogue and the creation of networks where it makes sense. In southwestern Ontario this process works well, as it flows from the border air quality strategy.
- This is currently the only such initiative that Environment Canada is involved in.
- Eva Ligeti added that CAP will be working with Laurentian University and First Nations groups in Northern Ontario to encourage southern and northern municipalities to participate in dialogue.

Question: Is there any seed funding available from the Federal and Provincial government?

Answer:

- Final report will be reviewed by Environment Canada, who will then include the SWO-CAC in its workplan for 2008/2009. However, this doesn't guarantee funding;
- The Province also supports the SWO-CAC in theory, but will need to receive an official funding proposal with specific deliverables to release funds;
- It was noted that labour and environmental networks also have sources of funding and would make excellent partners.

Feedback on the Memorandum - *"Draft Report Concerning the Formation of a Possible Municipal Air Quality Working Group in Southwestern Ontario"*

- When does air quality become climate change issues – since there are many of the same sources? The feeling of the group was that they are separate issues, but both immediately relevant to the proposed group;
- Membership should include all government agencies. Consideration as to the specific nature of the participation of aboriginal communities should be considered once the group is formed;
- Recommendations should read that municipalities should 'strive' to participate in an inaugural summit, rather than agree to;
- Consideration of what should come first, the Southwestern Ontario Clean Air Council or the Southwestern Ontario Clean Air Summit is necessary. One is needed to build support for the other, and vice versa. The most important thing is that core capacity is built in the region to ensure that whatever happens first is sustainable and leads to continued action;
- The Clean Air Summit should be referred to as the 'Southwestern Ontario Clean Air Summit' throughout;
- The Clean Air Council should be referred to as the 'Southwestern Ontario Clean Air Council' throughout;
- Recommendations should not specify a date for the Southwestern Ontario Clean Air Summit;
- It was recommended that the Council be very aware of the message that comes out of the Southwestern Ontario Clean Air Summit and be very clear about the goals it is trying to achieve. The message needs to be clear that this is not a one-stop shop for solving the region's air quality problems;

- The City of London has offered to provide in-kind support for a working group coordinator; a call has been made to the City of Sarnia to discuss the possibility of that jurisdiction hosting the coordinator.

8. Next Steps:

- CAP will prepare a final report for Environment Canada describing the findings of all three focus group sessions and recommendations for moving forward (as discussed today);
- Environment Canada will share CAP's final report with its federal and provincial colleagues;
- Environment Canada will put the SWO-CAC into its budget and workplan for next year (2008/2009) but this does not guarantee funding;
- Municipalities who are interested in moving forward with the creation of a Southwestern Ontario Clean Air Council, are not required to wait for the results of CAP's report, or for approval from any other organization, and can move ahead with the process whenever feasible;
- A Southwestern Ontario Clean Air Council does not have to exist as an entity to apply for funding, a charitable partner or a municipality could apply for federal or provincial funding on behalf of the Council if a proposal for a specific deliverable was developed;
- The City of London will host a follow-up meeting of focus group participants in late April or early May to discuss ways of moving forward with the creation of a Southwestern Ontario Clean Air Council, CAP will be available to support this meeting.

APPENDIX IV – FEBRUARY 15th MEMORANDUM

Date: February 15th, 2008
From: Eva Ligeti
To: Southwestern Ontario Clean Air Council Advisory Group
Re: Structural options for the creation of a Southwestern Ontario Clean Air Council

Recommendation:

It is recommended that municipal, federal and provincial government representatives within Southwestern Ontario receive this memo for consideration and review.

Purpose:

The purpose of this memo is to present a number of different options for the creation of an inter-governmental air quality working group (referred to herein as the 'Southwestern Ontario Clean Air Council' or SWO-CAC).

Background:

The Clean Air Partnership is conducting a feasibility study to explore the potential for establishing a Southwestern Ontario Clean Air Council (SWO-CAC). The SWO-CAC will be a collaborative working group to facilitate information sharing, capacity building and municipal actions to reduce air pollution and green house gas emissions in communities in Southwestern Ontario, with participants from both sides of the border.

Regional air quality representatives, including Environment Canada, Health Canada and the Ministry of the Environment, met in London Ontario on January 31st, 2008, to discuss the potential for creating a SWO-CAC (see "**Jan. 31st Meeting Notes**"). The objectives of this meeting were twofold, 1) to present existing models for regional cooperation on air quality issues and, 2) to receive input from representatives and gauge interest. This memo is a follow-up to that meeting.

Discussion:

On **February 20th, 2008**, regional air quality representatives will reconvene in London to discuss operational and structural options (Appendix A) with respect to the creation of a SWO-CAC. Meeting participants will be asked to provide input on options for:

1. Administrative structure
2. Criteria for membership
3. Operating Principles
4. Organizational mandate
5. Membership fees
6. Associate membership fees
7. Activities
8. Meetings location
9. Meeting frequency
10. The relationship with other regional working groups
11. Political buy-in

Following this discussion, CAP will draft a report assessing the feasibility of establishing the SWO-CAC and suggesting terms of reference for that group. This report will be sent to participants for comment in advance of the third, and final, focus group meeting in March.

Contact:

Eva Ligeti
Co-chair, Greater Toronto Area Clean Air Council
Phone: 416-392-1220 ; E-mail: eligeti@cleanairpartnership.org

Structural options for South-western Ontario Clean Air Council

1. Administration

- a) A single municipality acts as the Chair of the Council and is responsible for all coordination and administration duties (e.g. calling and hosting meeting, minutes, setting agendas, coordinating speakers, etc.) this could rotate over time
- b) A single municipality in SWO co-chairs the Council and shares administrative duties with another partner
- c) Two or more municipalities in SWO will share chairing and administrative responsibilities for the Council
- d) Other?

2. Membership criteria

- a) Full membership is extended to all orders of government operational in SWO, including federal and provincial departments. Members may have as many personnel as they wish to attend the meeting. Non-members are invited to participate in meetings and joint actions, where appropriate, but have no decision-making role
- b) Full membership is extended to all orders of government. Other parties are invited to become associate members meaning they have a permanent status on the Council but no decision-making role
- c) Full membership is extended to all orders of government and all interested parties - decision-making roles to be decided
- d) Other?

3. Operating Principles

- a) The SWO-CAC will be a politically neutral forum
- b) Members will have an equal voice and be allowed to comment on every issue
- c) There will be no finger-pointing
- d) Decision-making will be done on a consensus-basis
- e) A combination or all of the above
- f) Other?

4. Organizational mandate

- a) Mandate calls for increased inter-governmental cooperation, capacity building and partnerships on air quality and climate change issues in SWO leading to individual and joint actions
- b) Mandate calls for quantifiable air quality improvement and a reduction of greenhouse gas emissions in SWO
- c) Mandate calls for increased air quality planning and research in SWO
- d) A combination of the above
- e) Other?

5. Membership Fees

- a) Membership fees are based on population size
- b) Membership fees are based on population size and level of government with a different fee scale for each level of government
- c) Membership fees are based on the number of households in the jurisdiction
- d) Other?

6. Associate membership fees (if applicable)

- a) Associate members pay no fees, but are encouraged to provide in-kind support
- b) Associate members pay a flat fee based on their classification (industry, NGO, academic)

- c) Associate members pay a fee based on their ability to pay
- d) Other?

7. Activities

- a) Collaboration and information sharing
- b) Joint research and/or outreach initiatives (longer-term joint projects are considered)
- c) Members sign a joint declaration committing themselves to supporting various activities of the Council in the coming year
- d) A combination of the above
- e) Other?

8. Meeting Location

- a) City of London
- b) Another location in SWO
- c) Meeting Throughout the region on a rotating basis
- d) Other?

9. Meeting Frequency

- a) Monthly
- b) Bimonthly
- c) Quarterly
- d) Other?

10. The relationship with other regional working groups

- a) No formal relationship, but information sharing between organizations will be a priority for the new SWO working group
- b) The SWO-CAC will become a formal member of other AQ regional working groups
- c) The SWO-CAC will not formally participate in the meetings of other Councils but will have a presence at annual events, such as the Smog Summit and the Upwind/ Downwind conference
- d) Engagement or coordination of efforts across the border
- e) Other?

11. Political buy-in

- a) Members will indicate support and participation in a formal way, e.g. a resolution from Council, letter from Medical Officer of Health, an indication of support from provincial and federal partners
- b) Representatives will be invited to participate in an inaugural Southwestern Ontario Air Quality Summit to indicate agreement to participate
- c) Representatives sign on to annual inter-governmental declarations
- d) A combination of the above
- e) Other?

APPENDIX V – MARCH 20th MEMORANDUM

Date: March 10th, 2008
From: Eva Ligeti, Executive Director, Clean Air Partnership
To: Southwestern Ontario Clean Air Council Focus Group Participants
Re: Draft Report Concerning the Formation of a Possible Municipal Air Quality Working Group in Southwestern Ontario

Recommendation:

It is recommended that municipal, federal and provincial government participants from the southwestern Ontario focus group sessions receive this memo for consideration and review.

Purpose:

The purpose of this memo is to present for discussion and feedback, draft recommendations towards the formation of a municipal air quality working group in southwestern Ontario (referred to herein as the 'Southwestern Ontario Clean Air Council' or SWO-CAC) as part of the feasibility study that is currently underway.

Background:

This report reflects the comments and feedback received at two focus group sessions held on January 31st and February 29th, 2008, in London Ontario. Participants included:

- Rosemarie Arndt, Chatham-Kent Health Unit
- Alex Basiji, Health Canada
- Christina Cheng, Ontario Ministry of the Environment
- David Creery, City of Woodstock
- Bryan Copus, Middlesex-London Health Unit
- Neils Dube, Oxford County Health Unit
- Therese Hutchinson, OHCOW
- David Johnston, City of Sarnia Environmental Advisory Committee
- Madhu Malhotra, Environment Canada
- John Mansell, City of St. Thomas
- Chris Manzon, City of Windsor
- Jim Reffle, Middlesex-London Health Unit
- Jamie Skimming, City of London
- David White, Middlesex-London Health Unit

To ensure that this report accurately reflects the realities of your municipality, please take the time to review this document and feel free to share it with your colleagues.

Input into this document and in this process is essential and will ultimately determine the progress of this initiative.

Please note that a final focus group meeting will be held on March 19th, 2008, in London Ontario. At this time you will have an opportunity to comment and provide feedback on this report. If you are not able to attend this meeting, please submit written comments to virginia.mersreau@cleanairpartnership.com by March 21st, 2008.

DRAFT FOCUS GROUP FINDINGS

- Overwhelmingly, municipal representatives were interested in, and saw the value in, the formation of an inter-governmental working group to address clean air issues in southwestern Ontario;

- Most southwestern Ontario municipalities, particularly smaller ones, do not have the capacity to address air quality issues alone without the support of other levels of government and fellow municipalities;
- Many municipalities would find it difficult to include membership fees into their annual budgets without more experience of the benefits of membership;
- Where air quality issues are being addressed by local governments this is happening at the municipal level, often within public health units;
- Air quality challenges and priorities vary across the region, but common issues include transportation, ground-level ozone (and other smog precursors), and transboundary emissions. Transboundary issues in particular affect the entire region;
- A large portion of southwestern Ontario is rural, making it difficult to engage the population, implement air quality initiatives and assess activities;
- Political buy-in and support is necessary to ensure the success of a regional air quality working group;
- Models for regional cooperation on air quality issues do exist in southern Ontario and Canada. These models could provide valuable direction for this process in southwestern Ontario;
- In southwestern Ontario there are a number of non-governmental groups such as industry associations, First Nations, business leaders, researchers and community groups that are actively involved in air quality initiatives;
- The organization SEMCOG (Southeast Michigan Council of Governments) is actively involved in local air quality initiatives in southeast Michigan and an important cross-boarder partner.

FOCUS GROUP RESULTS AND SUGGESTIONS

Potential actions for future discussion:

- Municipalities in southwestern Ontario create an inter-governmental air quality working group (the Southwestern Ontario Clean Air Council), by appointing at least one staff member to act as a representative on the Council and/ or by passing a council resolution confirming support for inter-governmental cooperation on air quality and the Clean Air Council, and adopting a meeting schedule, see Appendix I;
- Membership in the Clean Air Council be open to federal and provincial departments and all municipalities and public health units in southwestern Ontario (the 519 area code);
- Municipalities in southwestern Ontario commit to participate in a one-day forum on air quality (referred to hereafter as the *Clean Air Summit*), to be held in September or October 2008, by sending political representatives and staff to this event;
- Efforts be made to communicate to local NGOs, community and industry groups, researchers, and aboriginal groups to determine their role in a possible Clean Air Council and Clean Air Summit;
- The Clean Air Council be supported by a coordinator who will administer its activities;

- The coordinator be based in the community and potentially hosted by a local municipality who would provide in-kind office space. This option should be investigated and explored further in order to minimize the financial burden on the Council;
- In order to postpone membership fees for the first year of the Clean Air Council, the coordinator be charged with the responsibility of 100% of the fundraising for year-one activities;
- Year one activities focus on collaboration and information sharing among regional municipalities and orders of government. To this end, the Clean Air Council could convene three or four meetings in 2008/2009 - see Appendix A for a draft year-one workplan;
- Meetings be held on a rotating basis throughout the region and, where appropriate, engage representatives from across the border – possibly an organization such as SEMCOG

Contact:

Eva Ligeti
Executive Director, Clean Air Partnership
Moderator, GTA-CAC
Phone: 416-392-1220
E-mail: eligeti@cleanairpartnership.org

APPENDIX VI: SAMPLE YEAR ONE MEETING PLAN

Meeting Date	Location	Theme	Agenda Items
October, 2008	London, Ontario	Air Quality in Southwestern Ontario	<ul style="list-style-type: none"> ▪ Discussion of the scope of air quality issues in southwestern Ontario ▪ Current and pending provincial and federal programs ▪ Inventory of air quality initiatives in SWO
December, 2008	TBD	Municipal clean air, climate change and energy conservation initiatives	<ul style="list-style-type: none"> ▪ Peel Region – Energy Efficiency Standard ▪ Region of Waterloo – Green Building Incentive ▪ City of London – Mayor’s Sustainable Energy Council ▪ Inventory of air quality initiatives in SWO
February, 2009	TBD	Transboundary Air Quality Issues	<ul style="list-style-type: none"> ▪ Air quality improvement initiatives in southeast Michigan ▪ Strategies for cross-border cooperation ▪ Opportunities to address the recommendations tabled in the Canada-US Great Lakes Border Air Quality Strategy
April, 2009	TBD	Transportation and municipal green fleet initiatives in southern Ontario	<ul style="list-style-type: none"> ▪ Transportation Demand Management ▪ Municipal Fleet Emissions Tools ▪ Idle-reduction policies and technologies
June, 2009	TBD	Air Quality and Health	<ul style="list-style-type: none"> ▪ Inventory of air quality (indoor and outdoor) initiatives of local public health units ▪ The 20/20 Way to Clean Air Program ▪ Air Quality Health Index

APPENDIX VII – SAMPLE YEAR ONE BUDGET

Budget	Total	To be raised	In-kind
Website Expenses			
Content	2,000	2,000	
Coordination	1,000	1,000	
Technical Assistance	4,000	4,000	
sub total:	7,000	7,000	
Payroll Expenses			
Meeting coordination	15,000	15,000.00	
Clean Air Summit	30,000	30,000.00	
Best Practices Research	5,500	5,500.00	
Fundraising	5,000	5,000.00	
Outreach & Communications	5,000	5,000.00	
sub total:	60,500	60,500	
Meeting Expenses (x4)			
Room Rental	2,000		2,000
Audio visual	2,000		2,000
Food	2,200		2,200
sub total:	6,200		6,200
Clean Air Summit Expenses			
Room Rental	500		500
Audio visual	5,000		5,000
Food	6,000		6,000
Proceedings	5,000	5,000	
sub total:	16,500	5,000	11,500
Best Practices Exchange Expenses			
Honorarium (keynote)	2,000	2,000	
Travel expenses	3,000	3,000	
Audio visual	3,000		3,000
Food	1,000		1,000
sub total:	9,000	5,000	4,000
General Expenses			
Office Expenses	2,000		2,000
Design	1,500	1,500	
Travel expenses	1,000	1,000	
sub total:	4,500	2,500	2,000
Total Expenses	\$103,700	\$80,000	\$23,700

Appendix VIII – EXAMPLES OF POSSIBLE FEE STRUCTURES*

Based on the funding formula used by:		GTA-CAC ¹		GTA-CAC ²	FCM ³	AMO ⁴	
		Pop.	Households	Option A	Option B	Option C	Option D
Goderich	Lower-tier	7,600	3,270	\$750	\$800	\$1,400	\$2,200
Ingersoll	Lower-tier	11,800	4,572	\$750	\$900	\$2,100	\$2,800
Owen sound	Lower-tier	21,753	9,381	\$750	\$1,000	\$3,700	\$4,600
Stratford	single-tier	30,461	12,875	\$750	\$1,100	\$5,200	\$6,000
Woodstock	Lower-tier	35480	14,383	\$750	\$1,200	\$6,000	\$6,600
St. thomas	single-tier	36,110	14,732	\$750	\$1,200	\$6,100	\$6,700
Sarnia	Lower-tier	72,125	30,114	\$900	\$1,600	\$12,100	\$9,600
Chatham-Kent	single-tier	108177	43,562	\$1,800	\$2,100	\$18,100	\$10,700
Windsor	single-tier	216473	88,469	\$2,350	\$3,400	\$36,000	\$14,200
London	single-tier	352,395	145,526	\$2,350	\$5,000	\$58,600	\$18,600
Oxford County	Upper-tier	100,000	41,000	\$10,250	\$2,000	\$16,700	\$6,900
Middlesex	upper-tier	422,333	173,156	\$10,250	\$6,000	\$70,200	\$20,700
				\$22,150	\$24,300	\$219,500	\$102,700

*Rounded to the nearest 100

¹ GTA-CAC	
<50,000	\$750
50,000-99,999	\$900
100,000-200,000	\$1,800
200,000-400,000	\$2,350
>400,000	\$4,000
Upper-tier municipalities	\$10,250

² **GTA-CAC** (alternate fee structure) = \$750 + \$0.0122/capita

³ **FCM** = \$100 + \$0.166/capita

⁴ AMO			
Single/Lower-tier municipalities			
1-300	\$480	0	
301-1000	\$480	0.8007	per household over 300
1001-4000	\$1,037	0.4955	per household over 1,000
4001-20000	\$2,524	0.3934	per household over 4,000
>20001	\$8,817	0.0779	per household over 20,000
Upper-tier municipalities			
>30,000	\$5,824	0.0152	per household over 30,000