

REPORT

REPORT TO: Chair and Members of the Planning, Public Works & Transportation Committee

REPORT FROM: Jennifer Spence, Sustainability Engagement Coordinator

DATE: November 14, 2018

REPORT NO.: PLS-2018-0080

RE: Staff Sustainability Team Terms of Reference Update

RECOMMENDATION:

THAT Report No. PLS-2018-0080, dated November 14, 2018, regarding the updated draft Terms of Reference for the Staff Sustainability Team be received;

AND FURTHER THAT the updated draft Terms of Reference for the Staff Sustainability Team, attached as Appendix '1' to this report be approved;

AND FURTHER THAT the annual costs associated with operating the Staff Sustainability Team, in the amount of \$2,500, continue to be funded through the Office of Sustainability budget.

BACKGROUND:

The purpose of this report is to provide the Planning, Public Works & Transportation Committee an overview of the updated draft Staff Sustainability Team Terms of Reference.

The internal Staff Sustainability Team was established in 2009 as a recommendation from the Green Plan that was developed in 2007. To this day, the Staff Sustainability Team (SST) is comprised of dedicated Town employees who represent all four pillars of sustainability: cultural vibrancy, economic prosperity, environmental health and social well-being. The members of the SST represent the following corporate service areas:

- Administration
- Planning & Sustainability
- Recreation and Parks
- Corporate Services
- Infrastructure Services
- Fire Protection and Prevention Services
- Library Services
- Halton Hills Hydro

In 2009, the Staff Sustainability Team was established to:

- Create a corporate culture of sustainability, whereby sustainability becomes seamlessly integrated into all Town decisions and is reflected in Council's priorities; and
- Educate Town staff about sustainability and that it is a priority of Council and senior management.

COMMENTS:

Over the past nine years the SST has successfully contributed and improved sustainability practices throughout the corporation of the Town of Halton Hills. The SST has enhanced sustainability in the corporation through new policies, plans and strategies, engagement opportunities, educational awareness campaigns and practices.

The original SST Terms of Reference was developed in 2009 and have served to guide the actions of the SST since then. It is attached as Appendix 2 to this report.

In the fall of 2018, a sub-working group of the SST was formed to review the Terms of Reference in recognition of the SST's ten year anniversary in 2019. The working group recommended changes which were then reviewed and endorsed by the Staff Sustainability Team.

Below are highlights of the contents of the updated draft Terms of Reference for the SST. The complete draft Terms of Reference are attached as Appendix '1' to this report. The draft Terms of Reference state that the Staff Sustainability Team will:

- a) Determine and facilitate the implementation of sustainability initiatives outlined in Town plans and strategies, focusing on improving the Town's internal operations.
- b) Implement the Corporate Sustainability Audit and Action Plan.
- c) Review, coordinate and provide input into departmental operations, practices and procedures in order to ensure that they align with the Town's sustainability objectives.
- d) Develop, promote, and educate staff on sustainability in order to allow staff to contribute in a meaningful way, feel empowered and to participate in the Town's sustainability journey.
- e) Demonstrate leadership and act as the first point of contact for sustainability-related matters within each member's respective department, with the Office of Sustainability providing the corporate coordinating function.

- f) Work with other corporate committees to enhance initiatives to be sustainable and avoid duplication of efforts.
- g) Share relevant information relating to sustainability to all Town staff and Council.
- h) Provide sustainability advice and expertise for sustainability related studies.
- i) Provide a peer-review function to screen suggestions for initiatives outside the scope of the Office of Sustainability's work plan or the work plans of other Town departments.
- j) Bolster sustainability initiatives within the Corporation through ongoing communications between Town departments.
- k) Identify and evaluate external funding sources and potentially eligible projects. Draft and submit the required funding applications.
- l) Prepare an annual Staff Sustainability Team report for Council on the activities of the past year and the proposed workplan for the upcoming year.
- m) Additional roles and functions as may be required, as directed by Council.

RELATIONSHIP TO STRATEGIC PLAN:

Sustainability is a priority of Council's strategic plan. The continuance of the SST will assist the Town in the delivery of its sustainability initiatives and enhance sustainability throughout the corporation.

FINANCIAL IMPACT:

The annual budget of the SST over the past ten years has been \$1,000.00 per year. The SST projects typically cost more than the budgeted amount however the Office of Sustainability have contributed the extra funds to fulfill its yearly workplan. Starting in 2019, the SST would like \$2,500 to be budgeted for the Team's sustainability initiatives.

CONSULTATION:

This report was prepared in consultation with the Staff Sustainability Team which includes employees from all Town departments.

PUBLIC ENGAGEMENT:

There is no direct public engagement associated with this report.

SUSTAINABILITY IMPLICATIONS:

The Town is committed to implementing our Community Sustainability Strategy, Imagine Halton Hills. Doing so will lead to a higher quality of life.

The recommendation outlined in this report advances the Strategy's implementation.

This report supports all four pillars of sustainability: cultural vibrancy, environmental health, economic prosperity and social well-being. In summary the alignment of this report with the Community Sustainability Strategy is excellent.

COMMUNICATIONS:

There is no direct communications impact associated with this report.

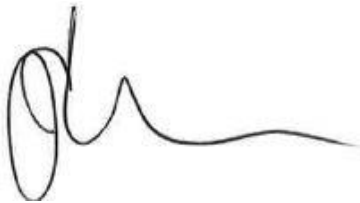
CONCLUSION:

The Staff Sustainability Team remains an effective tool to embed sustainability in the corporation and educate Town employees. Cross-representations of employees from all of the Town's departments are crucial to the success of the Team. This report including Appendix 1 and Appendix 2 provide Planning, Public Works & Transportation Committee with an overview of the updated draft Terms of Reference for the Staff Sustainability Team and the original Terms of Reference that was approved in June 2009.

Reviewed and Approved by,

A handwritten signature in black ink, appearing to read 'Gabriel Clarke'.

Gabriel Clarke, Manager of Sustainability and Climate Change

A handwritten signature in black ink, appearing to read 'John Linhardt'.

John Linhardt, Commissioner of Planning and Sustainability

A handwritten signature in black ink, appearing to read 'Brent Marshall'.

Brent Marshall, CAO