

**Appendix 1
Town of Halton Hills
Staff Sustainability Team
Terms of Reference
Updated November 14, 2018**

1.0 Overview:

1.1 Background

The Staff Sustainability Team (SST) was established in 2009 based on a recommendation of the Green Plan. The SST has advanced the corporation on its sustainability journey. Through a collaborative effort the SST has ensured all departments are travelling on a corporate-wide sustainable journey by ensuring representation from all departments within the corporation.

The SST has successfully contributed and improved sustainability practices throughout the corporation of the Town of Halton Hills. Employees have a better awareness of sustainability initiatives that the SST has undertaken through new policies, engagement opportunities, educational awareness and practices.

The Office of Sustainability leads the SST by supporting Council's Strategic Plan to successfully implement various municipal initiatives including:

- Adding a sustainability section to the Council Report template;
- Increasing awareness and educating Town staff on the importance of growing local food, through the Town Hall Demonstration Garden;
- Developing and implementing the Green Development Standards to improve sustainability in new buildings;
- Organizing and hosting many educational lunch and learns on relevant topics covering environmental health, cultural vibrancy, economic prosperity and social well-being;
- Developing a Sustainability Week where employees are encouraged to participate in sustainable events; and
- Building and fostering relationships with Town employees and stakeholders
- Acting as a stakeholder group and contributing to plans, policies and strategies

2.0 Guiding Principles

2.1 Mission Statement

The mission statement of the Staff Sustainability Team is: through leadership, collaboration and partnership the SST will integrate sustainability principles, policies and practices into the Town's corporate decision-making and internal operations.

2.2 Mandate

The mandate of the Staff Sustainability Team is to foster a corporate wide culture of sustainability by collaborating, planning, implementing and monitoring Town sustainability initiatives. The Team chooses actions which focus on relevant and timely needs of the Corporation.

Key aspects of the Staff Sustainability Team's mandate are:

- a) To educate and improve Town staff awareness of sustainability-related matters through sustainable practices, policies and engagement.
- b) To further advance the corporation's culture of sustainability where it becomes efficiently integrated into all corporate decisions.
- c) To continue to advance the integration of the Strategic Plan, and the Community Sustainability Strategy pillars of environmental, economic, social and cultural considerations into all Town decisions, policies and implementation of initiatives. These initiatives are guided by the PAREE principle: practical, affordable, reasonable, enforceable and educational.
- d) To continue to embed sustainability as a corporate priority, with the leadership of Council and senior management, and with ongoing commitment from all Town staff.

2.3 Role and Function

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 successes in the past year and the proposed workplan for the upcoming year.
- m) Additional roles and functions as may be required, as directed by Council.

3.0 Membership and Reporting Structure

The SST will facilitate a corporate culture of sustainability; the membership of the Staff Sustainability Team will have cross-departmental representation.

3.1 Membership

The SST consists of Town employees from a cross- departmental representation with a genuine interest and enthusiasm in sustainability and an ability to work in a team environment with the approval of their supervisor.

Membership is a one year commitment with the opportunity to continue at the member's or their supervisor's discretion. Vacant seats will be filled as required.

The membership of the SST will consist of a maximum of fifteen (15) members with additional members recruited as needed.

3.2 Reporting Structure

The SST will report to the Commissioner of Planning & Sustainability, and subsequently to Council through staff reports.

4.0 Staff Sustainability Team Working Groups and Meetings

4.1 Working Groups

In order to implement tasks and work efficiently, The SST will form working groups where SST members choose to participate on and can focus on tasks.

Working groups are created annually and each working group has an elected leader who ensures progress of the tasks and reports to the SST at meetings.

4.2 Meetings

SST members will be expected to attend meetings as required. Each meeting is anticipated to last one hour.

The Office of Sustainability will provide an agenda for each meeting. Members are strongly encouraged to collaborate in preparing agendas by suggesting topics.

In the event of an extended absence of a member, an appropriate alternate from the respective department is expected to attend.

The Sustainability Engagement Coordinator will chair the monthly meetings, reporting to the Manager of Sustainability and Climate Change.

Administrative support is provided by the Office of Sustainability. However, Meeting Summary Notes will be a shared task amongst the members and final copies will be forwarded to the Office of Sustainability for distribution to SST.

Attendance at meetings and associated work will be considered as time of regular work for which Staff Sustainability Team members will be paid at the appropriate rate of pay.

The SST will follow the Green Meeting and Event Policy developed for corporate meetings.

Team decisions will not be made without a quorum. A quorum means the majority of members (50%) plus one.

5.0 Recognition and Accountability

To help foster a corporate culture of sustainability, job descriptions and employment development plans (i.e. Goals and Plans for Success) of all SST members will incorporate sustainability objectives and their additional responsibilities as per these Terms of Reference.

The work of the SST will be incorporated into each of the member's workplan. Members will add to their workplan "Be a member of the Staff sustainability Team, champion and support sustainability principles and help implement sustainability initiatives".

The SST will not make any personal use of privileged and/or confidential information. Members shall not use or release any documents and/or information in any form that may prejudice the Town, cause damage to the Town, be used against the Town and/or be detrimental to the Town's reputation.

6.0 Budget

A separate budget will be set for the Staff Sustainability Team to cover expenses associated with the work plans. The annual budget will be set at \$2,500.

Additional one-time funding requests for specific sustainability project(s) may be made, but will be subject to a staff report and Council's review on an individual basis.

7.0 Amendments

The Staff Sustainability Terms of Reference may be amended at any time and submitted for approval to the Commissioner of Planning & Sustainability, as deemed necessary by the Staff Sustainability Team in order to ensure the Team's continued effectiveness. Major amendments will be subject to Council approval.