

REPORT

REPORT TO: Chair and Members of the Community Affairs Committee

REPORT FROM: Damian Szybalski, Manager of Sustainability and Corporate Policy Advisor

DATE: August 25, 2016

REPORT NO.: P&I-2016-0082

RE: Town Sustainability Implementation Committee (TSIC): Status Update and Proposed 2016-2017 Workplan

RECOMMENDATION:

THAT Report No. PI-2016-0082, dated August 25, 2016 regarding the Town Sustainability Implementation Committee's (TSIC) proposed 2016-2017 workplan, be received;

AND FURTHER THAT the Community Affairs Committee endorse the proposed Town Sustainability Implementation Committee (TSIC) workplan.

BACKGROUND:

Via Report PDS-2014-0059, dated August 28, 2014, Town staff provided Council with an overview of the early accomplishments of the Town Sustainability Implementation Committee, hereafter referred to as "TSIC". The latter report highlighted steps taken by TSIC towards the development of a workplan that will assist with the implementation of the Community Sustainability Strategy. The purpose of this report is to obtain Committee's endorsement of the proposed 2016-2017 TSIC Workplan.

Through its Strategic Action Plan, Council identified sustainability as one of its top priorities, including actions to:

- Continue to implement the Integrated Community Sustainability Strategy, in collaboration with community partners.
- Maintain and support the Town Sustainability Implementation Committee.

This report delivers on these Council priorities.

COMMENTS:

1.0 Workplan Development Process Overview

Since the last status update, TSIC has placed significant time and effort into developing an effective workplan that will make a tangible contribution to the implementation of the Community Sustainability Strategy.

To develop its workplan, TSIC followed a systematic approach, scoping the Community Sustainability Strategy's community Vision, 32 Focus Areas and 167 Goals (Figure 1). This involved large and small group discussions, surveys, use of an evaluation framework, research, review of best practices, action ranking, and consideration of supplementary input from such sources as the Town's previous Environmental Advisory Committee.

Figure 1: Structure of the Community Sustainability Strategy



In addition, during the process, TSIC:

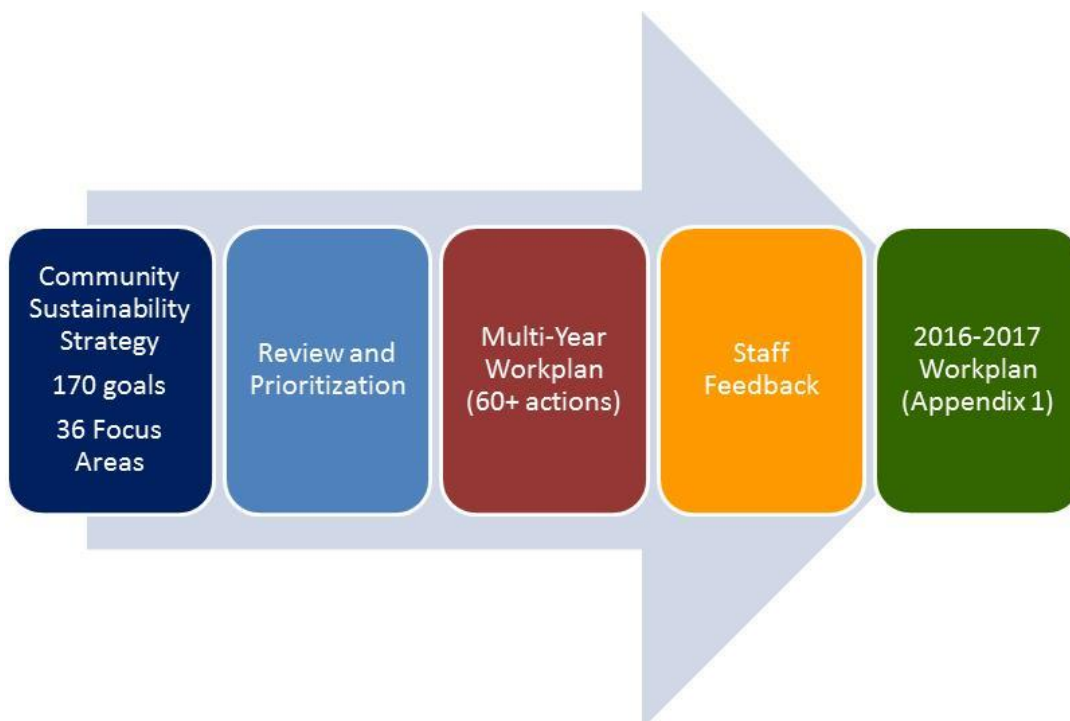
- Divided itself into smaller working groups, one per each of the four pillars of sustainability.
- For each action, TSIC:
 - Identified relevant themes from the Community Sustainability Strategy.
 - Determined whether it is a low, medium or high priority.
 - Classified actions as being short (1 year), medium (2-3 years) and long-term (4-5 years).

- Developed estimated budget requirements (low, medium, high).
- Determined the level of effort (easy, moderate, challenging).
- Identified potential funding sources.
- Specified target audience (e.g. residents, businesses, youth, schools).
- Suggested a project lead.
- Suggested community partners.
- Noted examples of similar projects.

At the end of this process, TSIC first arrived at a comprehensive multi-year workplan with about 60 actions (see Figure 2). This multi-year workplan represented a ‘basket’ or ‘bank’ of potential actions that may be implemented by TSIC and/or community partners, including the Town. These actions would be subject to additional consultation with appropriate potential stakeholders, including Town departments.

While some of the actions from the multi-year workplan may be largely implemented by TSIC independently of the Town and/or other partners, many others will likely require TSIC collaboration with the Town and other partners. Still others, may be led by the Town or other partners, with TSIC providing support, input and/or recommendations.

Figure 2: TSIC Workplan and Priority Development



2.0 2016-2017 Workplan Priorities

To scope the broad multi-year workplan into a manageable set of specific deliverables, TSIC discussed and reviewed the multi-year workplan. The committee then arrived at seven priority actions which are detailed in Appendix 1 to this report:

1. Neighbourhood Block Party Kits
2. Community Hubs
3. Community Sustainability Partners
4. Newcomers Welcome Package
5. Stormwater Management and Water Conservation
6. Tree Canopy and Street Tree Plan
7. Walking Audit

For each of the above priority actions, a Task Group was formed to lead its development and implementation. The Task Groups then completed Project Charters to outline project scope, tasks, deliverables, roles and responsibilities, potential partners, communication tools and other matters.

As part of the scoping process, discussions were held with Town staff to identify alignment with existing workplans, budgets, priorities, workloads and to refine projects as appropriate. This consultation identified some linkages between existing and planned Town projects.

Based on staff feedback, the Project Charters were refined and endorsed by TSIC at its June 2016 meeting. Additional refinements were made by Town staff for the purpose of this report. TSIC members are now ready to advance the recommended 2016-2017 priority actions.

At this time, the Community Affairs Committee is being requested to endorse the 2016-2017 TSIC workplan, rather than the broader multi-year workplan. Once the 2016-2017 priorities are completed, Town staff will report to the Committee with the next set of priority actions.

Going forward, where appropriate, Town departments, potential partners and other stakeholders will continue to be engaged in the process of implementing the seven priority actions.

3.0 Next Steps

With Committee's endorsement, TSIC will focus on the implementation of its 2016-2017 workplan. Upon completion of the seven priority projects, Town staff will report back to Community Affairs Committee with the recommended next set of priorities.

RELATIONSHIP TO STRATEGIC PLAN:

Sustainability is at the core of the Town's Strategic Plan and is one of Council's top eight strategic priority areas. TSIC's workplan is closely aligned with and supports the implementation of the Strategic Plan, including these multiple strategic priorities:

- 3.E): Have regard to the "strong sense of community" articulated in the Community Sustainability Strategy with respect to welcoming new residents and businesses to Halton Hills, and address it through the Vision Georgetown process.
- 5.A): Address the responsiveness and resiliency of the community to the impacts of climate change by developing a Climate Change Adaptation Plan, with a scope based upon emerging Provincial requirements, community needs and municipal capacity.
- 5.B): Continue to implement the Integrated Community Sustainability Strategy, in collaboration with community partners.
- 5.D): Continue to implement the Town's Green Development Standards.
- 5.E): Address the Social Pillar of Sustainability by focusing on improving services for seniors, youth and the disabled.
- 5.F): Implement the Mayor's Community Energy Plan.
- 5.G): Maintain and support the Town Sustainability Implementation Committee.

FINANCIAL IMPACT:

While the proposed TSIC workplan is anticipated to be largely implemented using existing resources, including the use of the 5-year annual \$15,000 fund established to assist with the Community Sustainability Strategy's implementation, in the event that additional resources are required, either financial or human, a separate staff report will be presented to Council.

It is also important to note that the TSIC workplan will result in deliverables that will ultimately be presented to the Town for consideration. These deliverables will then need to be reviewed and, as appropriate, incorporated into future departmental workplans and/or budget requests. With a focus on "Implementation" and TSIC's active role, however, the committee's workplan has been designed to be led by TSIC members with limited Town staff resources.

COMMUNICATIONS IMPACT:

Town staff will inform TSIC of the Committee's decision pertaining to this report. In addition, actions contained within the proposed TSIC workplan will require widespread communication and promotion.

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 relationship between this report and the Strategy is summarized below:

Do the report's recommendations advance the Strategy's implementation? Yes.

Which pillar(s) of sustainability does this report support?

- Cultural Vibrancy
- Environmental Health
- Economic Prosperity
- Social Well-being

In summary, the Sustainability Implications of this report are as follows:

The proposed TSIC workplan is anticipated to make a meaningful contribution to the quality of life in Halton Hills. It will also leverage and advance the implementation of Council's top eight strategic priorities. Ultimately, Halton Hills' cultural vibrancy, economic prosperity, environmental health and social wellbeing will be elevated.

Overall, the alignment of this report with the Community Sustainability Strategy is:
Excellent

CONSULTATION:

Contents of this report are based on TSIC work. TSIC has endorsed the proposed workplan. Going forward, as appropriate, additional consultation will take place with appropriate stakeholders.

CONCLUSION:

This report has sought Committee's endorsement of the proposed TSIC 2016-2017 workplan. Its implementation will continue to create strong community partnerships, and lead to a higher quality of life through a focus on Halton Hills' economic, cultural, environmental and social wellbeing.

Respectfully submitted,

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Reviewed and Approved by,

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Executive Director of Planning
Services and Chief Planning Official

Chris Mills, P. Eng.
Commissioner of Planning and
Infrastructure

Brent Marshall
Chief Administrative Officer

Appendix 1

Proposed 2016-2017 TSIC Workplan

1. Neighbourhood Block Party Kits

Project Description:

To create and promote the use of Neighbourhood Block Party Kits. These Kits will help foster a community where residents know each other, are socially connected within their neighbourhoods and feel a sense of belonging. Use of the Kits will nurture the Halton Hills community brand of “Small Town Living At Its Best”. The Kits will provide residents with an easy to use tool to organize successful and safe neighbourhood events that meet applicable Town requirements. The Block Party Kits can be a significant part of how Halton Hills celebrates Canada’s 150th birthday.

Working Group Deliverables:

- a. Develop a Neighbourhood Block Party Kit
- b. Design signage to clearly indicate that the party is ‘Resident-Approved’.
- c. Create an online version of the Neighbourhood Block Party Kit
- d. Prepare a Marketing Plan to promote the Neighbourhood Block Party Kit
- e. Prepare a Promotional Card

With Town staff assistance, this project is completed.

2. Community HUBs

Project Description:

This project entails the Working Group acting in a support capacity to support the creation of a health and social service community hub(s) in Halton Hills. Such a Hub(s) would be a central location(s) where multiple agencies would offer services to the public. Town residents would benefit from access to a more integrated and comprehensive system of healthcare and social services in a more coordinated fashion that supports collaboration and partnerships between various providers.

Working Group Deliverables:

- a. Support the creation of health and social service community hubs where multiple agencies can offer services to the public.
- a. Complete research and deliver a report to Town staff on community hubs, including tours of successful community hub models and background research of various hub models, governance strategies and best practices, with the goal of becoming subject matter experts.

- b. Collect information on social service agencies in Halton Hills that are interested in being part of a community hub(s), including their 'state of readiness'. Deliver a report to Town staff.
- c. Report/communicate to Town staff, Council and the Regional social services staff about the value of a health and social service community Hub(s) in Halton Hills.
- d. As opportunities arise, provide feedback and/or recommendations on Hub models proposed for Halton Hills.
- e. As opportunities arise for community engagement on the development of a community Hub(s), act as a stakeholder and participant to provide formal feedback on Hub models.

3. Community Sustainability Partners

Project Description:

The Community Sustainability Strategy is the result of a very successful 'Town-led, Community-owned' initiative – one that was underpinned by extensive community engagement. Partnerships with community stakeholders (e.g. residents, businesses, schools and other organizations) are key to the successful implementation of the Strategy and long-lasting results. To facilitate these partnerships, this Working Group will assist with the implementation of the Council-approved "Community Sustainability Partnership Model", whereby residents and community organizations are encouraged to become active partners in the Strategy's implementation. Partners opt to either be "Sustainability Champions" or "Sustainability Ambassadors".

Working Group Deliverables:

- a. Identify and increase the number of Community Sustainability Partners to 100 by November 2016.
- b. Deliver presentations and provide support to potential partners to promote partnership opportunities.

Previously approved by Council, this project is well underway and has been very successful.

4. Newcomers Welcome Package

Project Description:

Design and distribute a convenient, practical, affordable, and sustainable package that will help inform new Town residents about the community of Halton Hills. The Newcomers Welcome Package will make use of, consolidate and include currently available information about community services, organizations, activities, events, funding sources, volunteer opportunities, Frequently Asked Questions about Town and

Regional services, and any other valuable information – plus a Welcome Letter from the Mayor. The Package will be an effective tool to ensure that new residents are quickly engaged in community life and benefit from all that the community has to offer. Material will be distributed in a sustainable fashion (e.g. in reusable/canvas bag). The goal is to reach 100% of new residents within three months of them moving to Halton Hills.

Working Group Deliverables:

- a. Design and distribute a Newcomer Welcome Package with information that is useful to new Halton Hills residents.
- b. Identify a distribution system for the Newcomer Welcome Package.
- c. Develop promotional material.

5. Stormwater Management and Water Conservation

Project Description:

To support a secure, sustainable and resilient water supply in Halton Hills by researching and promoting the implementation of best management practices related to water conservation and the supply of water as well as stormwater management. Where appropriate and feasible, encourage the integration of Low Impact Development best management practices within the Vision Georgetown project. Where appropriate, participate in and/or provide input into the Town's Stormwater Master Plan and Climate Change Adaptation Plan.

Working Group Deliverables:

- a. Research and prepare public communication and education material on stormwater management and water conservation. Leverage any existing information available (e.g. from Conservation Authorities, Halton Region).
- b. Research best practices in municipal Yellow Fish Program implementation and submit recommendations to the Town with the objective to reduce the release of contaminants to the stormwater system.
- c. In partnership with Credit Valley Conservation, develop a proposal for the launch of a Sustainable Neighbourhood Retrofit Action Plan (SNAP) in Halton Hills. Submit a proposal to the Town.
- d. Research and submit a report to the Town on best management practices in stormwater management and water conservation.
- e. Research and submit a report on incentive programs that improve stormwater management and water conservation.
- f. Develop 'Water Conservation Kits' for residents and businesses. Leverage any existing information available (e.g. from Conservation Authorities, Halton Region).
- g. Prepare a survey to better understand community perspectives around water conservation. Submit survey results to the Town.

- h. Develop a tour of Low Impact Development projects in Halton Hills and across Halton Region to showcase the benefits and best management practices of Low Impact Development.
- i. As appropriate, participate in the Town's Stormwater Master Plan, and the Climate Change Adaptation Plan projects.

6. Tree Canopy and Street Tree Plan

Project Description:

Support the expansion of the size of the Town's tree canopy and increase its biodiversity, with the goal of creating a tree canopy that is resilient and provides environmental, economic and health benefits to the community.

Working Group Deliverables:

- a. Complete background research and submit a report to the Town on best practices related to municipal tree canopies, economic (ecological services) value of tree canopies, and survey municipal tree canopy coverage targets.
- b. Identify existing and readily available sources of data and tools that would assist with the estimation of the Town's tree canopy. Submit recommendations to the Town.
- c. Based on available data and tools, complete a preliminary assessment of the Town's tree canopy and recommend priority locations for tree canopy increases ('Tree Canopy Strategy'). This preliminary information will be an input into the "Urban Forestry Strategy" which has been included in the Town's proposed 2018 Capital Budget.
- d. Research, review and recommend potential funding sources related to tree canopy studies and expansion.
- e. Research and implement a 'Native Tree Planting Program' to encourage the planting of native tree species to increase the biodiversity of trees, and the planting of tree species that are more resilient to urban environments, climate change and severe weather. Identify opportunities to leverage the Town's Green Development Standards, Council's recent Resolution in support of planting 50,000 trees for Canada 150, and the relationship to Ontario's Climate Change Mitigation and Low-Carbon Economy Act. Submit recommendations to the Town.

7. Community Walking Audit

Project Description:

In collaboration with the Halton Hills Active Transportation Committee, conduct a Walking Audit(s) to better understand the local pedestrian system/network, including key destinations, existing pedestrian infrastructure and any challenges to the more widespread use of walking as the preferred mode of transport.

Working Group Deliverables:

- a. Research best practices of successful municipal approaches to promoting walkability. Submit a report to the Town.
- b. Develop and deliver a community survey to identify key walking destinations, network gaps and barriers to walking. Deliver results to the Town.
- c. Research technology tools (e.g. smartphone apps) that would enable volunteers to 'map' walking activity, destinations and routes. Submit a report to the Town.
- d. Complete a Walking Audit to identify gaps and missing connections, and prioritize and identify walking network improvements, including the installation of way-finding signs. Submit a report to the Town.
- e. Prepare 'Walking Circle' maps for key destinations in Halton Hills.
- f. Explore opportunities and (as appropriate) nominate the Town for award(s) related to walkability.