



REPORT

REPORT TO: Mayor Bonnette and Members of Council

REPORT FROM: Damian Szybalski, Manager of Sustainability

DATE: January 22, 2014

REPORT NO.: PDS-2014-0007

RE: Town Sustainability Implementation Committee: Action #1 & #2 - Terms of Reference - update
Community Sustainability Strategy – Implementation
File.: D27-IN

RECOMMENDATION:

THAT Report No. PDS-2014-0007, dated January 22, 2014, regarding the updated Terms of Reference for the Town Sustainability Implementation Committee (TSIC), currently known as the “Town Sustainability Advisory Committee” (TSAC), be received;

AND FURTHER THAT the updated Town Sustainability Implementation Committee Terms of Reference be approved and replace the said Committee’s existing Terms of Reference, effective March 3, 2014;

AND FURTHER THAT, effective February 28, 2014, the existing membership of the Town Sustainability Advisory Committee be sunset, thanked for its dedicated service and significant accomplishments, and transition under the new Terms of Reference, and that those interested in serving on the new Town Sustainability Implementation Committee be invited to express their interest in being part of the new Committee, as set out in the new Terms of Reference attached to this report;

AND FURTHER THAT the Town Environmental Advisory Committee be thanked for its dedicated service and significant accomplishments, and be sunset at the end of the current Council term;

AND FURTHER THAT, in light of the new Terms of Reference for the Town Sustainability Implementation Committee being considered in early 2014, the said Committee be permitted to carry on through 2014 and into the subsequent Council term without the need for an additional review following the 2014 municipal election;

AND FURTHER THAT, to complement the new Town Sustainability Implementation Committee, Town staff report back to Council with a framework which outlines recommended roles and responsibilities of other stakeholders key to the implementation of the Community Sustainability Strategy, including other Town committees, Council, Senior Management Team, Office of Sustainability, Staff Sustainability Team, Town staff and community partners.

PURPOSE OF REPORT:

The purpose of this report is to obtain Council approval of updated Terms of Reference for the Town Sustainability Implementation Committee (TSIC), currently known as the Town Sustainability Advisory Committee (TSAC). It is also to express sincere thanks to the Town Environmental Advisory Committee and sunset the latter at the end of the current Council term, as well as to sunset the existing TSAC membership as a means of transitioning into its new Terms of Reference.

BACKGROUND:

Through the recommendations of Report No. PDS-2013-0047 (dated June 5, 2013), Council approved a Practical Implementation Action Plan for the Integrated Community Sustainability Strategy: <http://haltonhills.ca/calendars/2013/PDS-2013-0047.pdf>

The Implementation Action Plan consists of 18 practical priority actions. Actions #1 and #2 pertained to the development of a governance framework for the Strategy's implementation, and the review of the existing Terms of Reference for the Town Sustainability Advisory Committee (TSAC).

Report PDS-2013-0047 indicated that Town staff will report back to Council with new TSAC Terms of Reference. This report responds to this direction.

The key anticipated outcomes of the updated Terms of Reference are:

- Alignment with the Community Sustainability Strategy;
- Focus on implementation;
- Committee consolidation;
- Community engagement; and
- Improved quality of life.

COMMENTS:

1.1 Support Structure

The Town has an extensive and effective sustainability program in place, ranging from the development of complex policies and their implementation, to the implementation of internal initiatives and widespread community engagement. The delivery of this

program relies on a robust multi-stakeholder support structure consisting of TSAC, the Town (e.g. Council, Senior Management Team, Office of Sustainability, Staff Sustainability Team, staff), residents, businesses and community partners. TSAC assembles many of these stakeholders at one table by acting as an umbrella committee.

1.2 Existing Town Sustainability Advisory Committee (TSAC)

In 2009, TSAC was established by Council as an advisory committee on sustainability matters.

TSAC has made a tremendous contribution to the Town's long-term quality of life, prosperity, health and sustainability. Most notably, TSAC has accomplished this by leading the completion of an innovative Community Sustainability Strategy that is rooted in the community's hopes and dreams for the future. TSAC has also participated in the preparation of the Implementation Action Plan for the Community Sustainability Strategy.

1.3 Need for an update

There are several factors that make an update to the existing TSAC Terms of Reference necessary, including:

- The existing TSAC Terms of Reference pre-date the completion of the Community Sustainability Strategy. Updates are needed to ensure alignment with the Strategy and the associated Implementation Action Plan.
- While membership of the existing TSAC is very broad, the committee's large size poses challenges for scheduling meetings and taking timely action.
- Given the broad scope of TSAC's mandate, in consultation with the Town Clerk, opportunities to consolidate existing Town committees were identified.

1.4 Key Updates/Amendments

The updated Town Sustainability Implementation Committee (TSIC) Terms of Reference are attached as Appendix 1. Key updates include:

- Streamlined Terms of Reference consistent with other Town committees.
- To emphasize the committee's focus on the implementation of the Community Sustainability Strategy, the committee's name has been changed from "Town Sustainability Advisory Committee" to "Town Sustainability Implementation Committee" or "TSIC".

- TSIC membership will be a maximum of 12 members, including two Council members. Each of the four pillars of sustainability is intended to be represented. Appendix 1 of the TSIC Terms of Reference provides examples of possible member organizations.
- TSIC's purpose is to champion the implementation of the Community Sustainability Strategy through a focus on Halton Hills' cultural vibrancy, economic prosperity, environmental health and social well-being. This focus aligns with the Community Sustainability Strategy.
- Recognizing the fact that action will require collaboration with many community partners, TSIC is encouraged to act as a 'connector' to enable and encourage action by community partners. This can be accomplished by facilitating and/or encouraging action by others.
- To help implement the Community Sustainability Investment Fund, TSIC will help review, prioritize and make recommendations for the funding of applications submitted to the Community Sustainability Investment Fund.
- Role in identifying and recruiting community partners.
- Assistance with monitoring and reporting implementation progress.
- Collaborate with community organizations to establish and/or participate in external best-practice Task Groups and/or committees that focus on the exchange of best practices and topics of relevance to the implementation of the Community Sustainability Strategy.

TSIC members participating on any external Task Groups and/or committees will do so for the purpose of knowledge exchange, networking and partnership development, without officially representing the Town and/or TSIC.

- Community development function that builds local capacity in sustainability.
- Champion sustainability and community outreach.
- Priority tasks for TSIC include:
 - Preparing an annual workplan.
 - Implementation of the Community Sustainability Strategy.
 - Assistance with the Community Sustainability Investment Fund.
 - Identification and recruitment of community partners.
 - Identification of external funding opportunities.

1.5 Town Committees

In light of its broad focus on the cultural, economic, environmental and social well-being of Halton Hills, and to avoid duplication with other Town committees, in consultation with the Town Clerk, it is recommended that the existing Environmental Advisory Committee be thanked for its outstanding dedication, time and tremendous effort, and then be sunset at the end of the current Council term. In the interim, it is suggested that the Environmental Advisory Committee review its 2014 workplan in order to identify priority tasks that may be advanced by the Sustainability Implementation Committee, as appropriate. This approach will facilitate an effective transition and help ensure that the legacy of the Environmental Advisory Committee is carried forward.

During its existence, the Environmental Advisory Committee has been active and effective in championing numerous environmental initiatives, and has made significant contributions to the environmental health of Halton Hills. Most recently, its dedicated members developed and presented Council with an excellent report pertaining to climate change, titled “Preparing for Change in Our Climate”.

1.6 Transition

Aside from the sunset of the Environmental Advisory Committee, existing membership of the Sustainability Advisory Committee will need to transition to the new Terms of Reference. To accomplish this, it is recommended that existing members be thanked for their outstanding dedication, time and tremendous effort (as highlighted earlier) and that the membership be sunset on February 28, 2014 ahead of the new Terms of Reference being in place on March 3, 2014.

Existing members will be asked (and encouraged) if they wish to be part of the new Sustainability Implementation Committee. Those that are, will be interviewed according to the new Terms of Reference, with successful candidates forming the new committee. The latter will happen as soon as possible following the approval of the new Terms of Reference.

In terms of any members of the Environmental Advisory Committee and the Sustainability Implementation Committee that currently serve on any steering/technical committees for Town-led projects (e.g. Vision Georgetown), it is recommended that they continue to do so until the end of the current Council term for the Environmental Advisory Committee, and until new membership of the Sustainability Implementation Committee is in place with respect to those representing the current Town Sustainability Advisory Committee.

1.7 Next Steps

Key next steps include:

- Sunset the existing Environmental Advisory Committee at the end of the current Council term, and the existing membership of the Sustainability Advisory Committee on February 28, 2014.
- Existing Environmental Advisory Committee and Sustainability Advisory Committee members will be asked if they wish to be part of the new Sustainability Implementation Committee. Those that are, will be interviewed.
- Any additional membership that may be required will be sought as per the new Terms of Reference of the Sustainability Implementation Committee.
- Town Clerk will complete a review of other Town committees and report with recommendations, as appropriate. This may include additional opportunities for consolidating Town committees with the Sustainability Advisory Committee.
- Although it is typical practice for Town committees to have their Terms of Reference reviewed at the end of each Council term, since the new Sustainability Advisory Committee Terms or Reference have been updated and are being implemented in early 2014, relatively close to the 2014 municipal elections, in consultation with the Town Clerk, it is recommended that the new Sustainability Advisory Committee not be reviewed following the 2014 elections. Rather, it is recommended that the Committee carry through 2014 and the subsequent Council term. A review would be undertaken following the next municipal elections, unless an earlier review is necessary.

Proceeding with the new Sustainability Advisory Committee is critical to maintaining momentum in the Strategy's implementation. The new Committee also has an active role to play in the administration of the new Community Sustainability Investment Fund.

RELATIONSHIP TO STRATEGIC PLAN:

Sustainability is at the core of the Town's Strategic Plan and is one of Council's top ten priorities. Hence, a more robust Sustainability Implementation Committee focused on Community Sustainability Strategy implementation will support the implementation of multiple Strategic Plan goals, objectives and strategic actions, including:

- A.6.(m) Continue to develop a "Town-led, community owned" Integrated Community Sustainability Plan.
- B.2.(a) Maintain and support the Town Sustainability Advisory Committee.

FINANCIAL IMPACT:

The existing annual \$2,000 budget of the Town Sustainability Advisory Committee will be carried forward for the Town Sustainability Implementation Committee. This budget is located within the Corporate Services Department.

In addition, there is the potential for modest savings in time and resources that may be realized through the consolidation of the Environmental Advisory Committee with the new Sustainability Implementation Committee.

COMMUNICATIONS IMPACT:

The existing Sustainability Advisory Committee and Environmental Advisory Committee will be notified of Council's decision on the recommendations of this report. The Town is thankful for the significant contributions and dedication demonstrated by all committee members.

SUSTAINABILITY IMPLICATIONS:

By strengthening the existing Town Sustainability Advisory Committee (TSIC) via the new Terms of Reference, Council will support all five aspects of sustainability:

- (i) resilient economy;
- (ii) healthy and diverse environment;
- (iii) vibrant arts and culture scene;
- (iv) social well-being; and
- (v) responsive and effective government.

This will be accomplished by better positioning the committee to effectively implement the Community Sustainability Strategy.

CONSULTATION:

The proposed Terms of Reference for the new Sustainability Implementation Committee were circulated for review and feedback by the existing Sustainability Advisory Committee. In addition, the Town Clerk was consulted.

CONCLUSION:

This report seeks Council's approval of updated Terms of Reference for the Town Sustainability Implementation Committee, currently known as the Town Sustainability Advisory Committee. It also seeks to sunset the Town Environmental Advisory Committee. All committee members are thanked for their dedication and significant contributions.

Respectfully submitted,

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John Linhardt, M.PI., MCIP, RPP
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David Smith
Chief Administrative Officer

APPENDIX 1 to Report No. PDS-2014-0007
Proposed Updated Terms of Reference
Town Sustainability Implementation Committee



Sustainability Implementation Committee
TERMS OF REFERENCE

1. Purpose of Committee

Mandate

To advise, lead and assist Council and the citizens of the Town of Halton Hills in improving quality of life by focusing on actions that enhance Halton Hills' cultural vibrancy, economic prosperity, environmental health and social well-being. Accomplish this through partnerships, and by championing, enabling and implementing the Community Sustainability Strategy. To perform a community development function and act as a decision making body in reviewing submissions to the Community Sustainability Investment Fund.

Committee efforts shall align with the Community Sustainability Strategy.

2. Priority Tasks

- Develop an annual workplan setting out priority actions, timelines, responsibilities, budget requirements and any other relevant matters that will lead to the implementation of the Community Sustainability Strategy's 167 goals.
- In consultation with the Office of Sustainability, review, prioritize and make recommendations for funding applications to the Community Sustainability Investment Fund.
- Identify and recruit community partners.
- Act as a 'connector' and 'enabler' to facilitate the implementation of the Community Sustainability Strategy, and local community development around sustainability.
- Champion sustainability and outreach into the community.
- Assist with monitoring progress and regular reporting.

- When appropriate, subject to a recommendation by the Sustainability Implementation Committee, collaborate with community-based organizations to establish and/or participate in external 'best-practice' Task Groups or committees that focus on the exchange of best practices and topics of relevance to the implementation of the Community Sustainability Strategy.

Committee members participating on any external Task Groups and/or committees will do so for the purpose of knowledge exchange, networking and partnership development, without officially representing the Town and/or the Sustainability Implementation Committee.

- Identify external funding opportunities.

3. Membership

The Sustainability Implementation Committee shall be composed of a maximum of twelve (12) members, plus their alternates, as follows:

- Mayor is an ex-officio member of the Committee.
- Two (2) Members of Town Council – concurrent with the term of Council.
- Eight (8) citizen members – appointed by Council each term.

These eight (8) citizen members should equally represent each of the four pillars of sustainability and, if possible, be a member/representative of a related community group/organization.

Appendix 1 to these Terms of Reference provides an example of possible groups from which citizen membership may be encouraged. This list is not meant to be comprehensive and interest from other groups is encouraged.

- Two (2) citizen at-large members – appointed by Council each term.

Office of Sustainability staff, within the Planning, Development and Sustainability Department, headed by the Manager of Sustainability, will attend the Sustainability Implementation Committee meetings to provide resources and assistance to the Committee members.

Committee Clerk appointed by the Town Clerk will attend the Sustainability Implementation Committee meetings to support the Chair and Committee members in facilitating the meeting.

If a Sustainability Implementation Committee member is not able to attend a meeting an Alternate shall attend in his/her place. The Alternate should be a member of the same organization as the regular Sustainability Implementation

Committee member. No Alternates are required for the two citizen at-large members.

4. Task Groups

The Sustainability Implementation Committee may form and lead Task Groups focused on matters directly related to the implementation of the Community Sustainability Strategy.

Task Groups may involve stakeholders that do not form part of the regular Sustainability Implementation Committee. Any involvement by members that do not form part of the Sustainability Implementation Committee must first be approved by a vote of the Sustainability Implementation Committee.

To minimize resource use and increase efficiency, Task Group meetings may be held electronically and meeting minutes may be prepared simultaneously as the meeting proceeds enabling the minutes to be approved and distributed immediately.

5. Recruitment and Selection of Committee Members

The Town will seek volunteers with expertise and/or community experience related to sustainability, community engagement and/or interest in matters pertaining to cultural vibrancy, economic prosperity, environmental health and/or social well-being.

The citizen appointees to the Committee shall be interviewed by and recommended to Council by a Selection Committee consisting of one or more Members of Council.

6. Chair and Vice-Chair

The Chair shall be appointed by the Mayor from the Council Members appointed to the Committee.

The Vice-chair shall be elected by the Committee.

7. Meeting Dates

Times and dates for the Sustainability Implementation Committee meetings may be altered or cancelled by the Committee or the Chair.

Meetings must be conducted in accordance with the Town of Halton Hills Procedure By-law unless otherwise specified in these Terms of Reference.

8. Quorum

A quorum means fifty percent (50%) of the membership plus one.

9. Vacant Seat

The position of a member of the Sustainability Implementation Committee becomes vacant if the member is absent from three (3) consecutive meetings without being authorized to do so by a recommendation of the Sustainability Implementation Committee.

10. Call to Order

The Chair shall call the meeting to order as soon after the hour fixed for the holding of the meeting provided quorum is present. If no quorum is present, 15 minutes after the time appointed for a meeting, the names of the members present shall be recorded and the meeting shall stand adjourned until the date of the next regular meeting.

In the absence of the Chair, the Vice-Chair shall assume the Chair and call the members to order.

11. Voting - Motions

Members of the Committee must declare any pecuniary interest they may have in any matter under consideration by the Committee and must abstain from any discussion or voting on the matter.

In the event of a tie vote, the motion is lost.

12. Minutes

Minutes of the Sustainability Implementation Committee will be forwarded to Council for receipt.

13. Agenda

Agendas will be distributed to members and posted on the Town's website at least 48 hours prior to the scheduled meeting.

14. Town Policies, Guidelines and Procedures

Members of the Sustainability Implementation Committee must adhere to all Town policies, guidelines and administrative procedures.

Members of the Sustainability Implementation Committee will not make any personal use of privileged and/or confidential information, and are to adhere to

the Municipal Freedom of Information and Protection of Privacy Act. 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, and or to any of the parties that compose the membership of the Committee.

15. Budget

The annual Sustainability Implementation Committee operating budget is \$2000. Additional funding requests beyond those that may already be available to the Committee may be made, but will be subject to a staff report and Council's review on a case-by-case basis.

Meeting space for regularly scheduled Committee meetings will be supplied by the Town.

16. Sunset Clause

At the end of each Council term, Council shall review the Terms of Reference of the Sustainability Implementation Committee and determine the necessity of the Committee for the next term of Council.

**APPENDIX 1 to the
Sustainability Implementation Committee Terms of Reference
-POTENTIAL MEMBERSHIP SOURCES-
(Not intended to be a comprehensive list)**

Cultural Vibrancy:

- Cultural Roundtable
- Heritage Halton Hills Committee
- Georgetown Choral Society
- Esquesing Historical Society
- Credit Valley Artisans
- Williams Mill

Economic Prosperity:

- Halton Federation of Agriculture
- Building Industry and Land Development Association
- Town Tourism Committee
- Halton Hills Chamber of Commerce
- Acton BIA
- Georgetown BIA
- Major local employers

Environmental Health:

- Halton Hills Hydro/Halton Hills Community Energy Corporation
- Union Gas
- P.O.W.E.R.
- Conservation Halton
- Credit Valley Conservation
- Grand River Conservation
- Halton Environmental Network
- Halton-Peel Biodiversity Network
- Willow Park Ecology Centre
- Georgetown Horticultural Society
- Acton Horticultural Society

Social Well-Being:

- Halton Region
- Halton District School Board
- Habitat for Humanity – Halton
- Acton Seniors' Centre
- Acton HUB
- Links2Care
- Georgetown Seniors' Centre
- Halton Catholic District School Board
- Halton Police

- Community Development Halton
- CARE
- Canadian Federation of University Women
- Big Brothers Big Sisters
- United Way of Halton Hills
- Town Accessibility Advisory Committee
- Georgetown Hospital
- Acton Community Garden
- Halton Police
- Injury Prevention Committee