

May 29, 2001

To: Policy and Finance Committee  
From: Councillor Jack Layton, Sustainability Advocate  
Subject: Sustainability Roundtable: First Status Report

Purpose:

To advise City Council of the current activities and workplan of the Sustainability Roundtable and its workgroups.

Financial Implications and Impact Statement:

There are no financial implications arising from the recommendations in this report.

Recommendations:

It is recommended that:

- (1) the Policy and Finance Committee and the Community Services Committee appoint members to the Sustainability Roundtable; and
- (2) the appropriate City Officials be authorized and directed to take the necessary action to give effect thereto.

Background:

On December 14, 1999, City Council approved a municipal sustainability framework. This framework incorporates a Sustainability Advocate (Councillor Jack Layton), a Sustainability Lead (Michael Garrett, CAO), the Sustainability Roundtable, and Standing Committee Sustainability Representatives.

The Sustainability Roundtable (SRT) was struck as a permanent part of the City's governance structure. The Roundtable was designed to serve as a high-level think-tank, providing advice to Council, through the Policy and Finance Committee, on how the City can implement its sustainability objectives as outlined in Council's Strategic Plan, and the City's Sustainability Motion, as adopted by City Council at its meeting held on October 28, 29 and 30, 1998 which reads as follows:

"That sustainability be considered a primary option for the unifying and integrating concept for the Council's Strategic Planning Process and that the Council Reference Group for Council's Strategic Plan and the Chief Administrative Officer consider how Council's Strategic Planning process will address this objective in consultation with the Environmental Task Force."

The roles and responsibilities of the SRT are set out in the City's Environmental Plan "Clean, Green and Healthy", approved by Toronto City Council April 2000. The Terms of Reference for the Sustainability Roundtable define sustainability as "actions aimed at simultaneously achieving environmental health, economic vitality and social equity."

The Sustainability Roundtable's members form an intersectoral partnership representing citizens, representatives from local non-governmental organizations, Members of Council, and senior municipal staff. The goal of the Roundtable is to reflect on municipal decision processes in the context of sustainability. Members are tackling the challenge of creating decision-making tools, such as a sustainability "lens", for the City which reflect the relationship between the three sectors of sustainability – equity, economy and environment.

The SRT has met four times since its inception. Six workgroups have been established. Three standing workgroups address governance, measurements and education/awareness, and three issue workgroups examine the City's waterfront, Official Plan and financial mechanisms.

The Sustainability Roundtable will meet next on September 28 and December 11 of this year.

Appendix A outlines the workplan from the SRT and from each workgroup. In summary:

The **Measurements Standing Workgroup** will:

- develop a shared definition of sustainability for use by the Roundtable and the City;
- map existing sustainability indicator initiatives;
- develop indicators and measurement tools to advance the municipality's sustainability goals;
- develop a framework for a municipal sustainability audit for the city of Toronto as recommended in the Environmental Plan (Rec. 54-56)

The **Governance Standing Workgroup** will:

- identify best practice models for governance structures which advance municipal sustainability objectives;
- develop a sustainability lens to assist Council in their decision making;
- assist the CAO in developing a framework for priority setting with Council's Strategic Plan reference group; and
- explore professional development options for developing a culture of sustainability with municipal staff and elected officials.

The **Education and Awareness Standing Workgroup** will:

- provide "Success Stories" on current City of Toronto environmental initiatives which illustrate sustainability;
- work with City councillors to determine their questions, concerns and suggestions for moving the City's sustainability objectives forward;
- provide a summary of best practices and success stories on sustainability locally, regionally and internationally; and
- develop a communications strategy for the Sustainability Roundtable.
- Develop a plan for long-term curriculum reform with regard to education on sustainability.

The **Waterfront Issue Workgroup** will explore how decision-making on this critical issue can integrate the City's sustainability goals as outlined in Council's Strategic Plan. The waterfront serves as a case-study for identifying how decisions are made, where there are opportunities within systems to intervene and promote sustainability, and how we might apply those lessons to broader sustainability objectives across the City.

The **Official Plan Issue Workgroup** has coordinated input from Sustainability Roundtable members, and will be synthesizing comments on how the City might incorporate sustainability principles into the forthcoming Official Plan.

The **Financial Mechanisms Issue Workgroup** are considering two municipal forums, one on the City's resource planning, allocation and budget processes and one on Innovative Financing. Each event would be undertaken in partnership with local organizations and promoted through Roundtable member agencies and City departments.

The Roundtable as a whole will consider the findings of each workgroup and will:

- evaluate its membership and progress to date;
- identify key urban decisions which could serve as test-cases for the application of a sustainability lens at the local level;
- develop opportunities for promoting a sustainability perspective as the city works towards implementation of Council's Strategic Plan;
- develop tools that the City can implement to further the City's sustainability goals; and
- continue to advise Council on sustainability issues.

Comments:

It is essential that the Roundtable have representation from all of the Standing Committees of Council in order to be effective.

The SRT's Terms of Reference call for one City Councillor from the Economic Development and Parks; Policy and Finance; Community Services; Planning and Transportation; and, Works Standing Committees. These Council Committee Sustainability Representatives are information conduits between the Committee and the SRT. They monitor the policies and activities of the Standing Committee, promote actions based on sustainability, consult with members of the

public regarding sustainable activities and reflect on the City's success in promoting sustainability.

Currently there is no representative from the Policy and Finance Committee, nor from Community Services Committee, sitting on the Sustainability Roundtable.

Conclusions:

The Sustainability Roundtable serves as a unique resource to Council and the City. Its membership provides a diverse, high-level think-tank providing advise to the City on how the municipality can best achieve its sustainability and strategic goals.

It is essential that the Sustainability Roundtable have adequate representation from the Standing Committees of Council in order to be effective. A representative needs to be named from the Policy and Finance and the Community Services Committees.

The Roundtable will report quarterly to Policy and Finance committee to assist them in their role of providing leadership at Council in implementing Council's Strategic Plan and the City's sustainability commitments.

Contacts:

Meg Shields  
Chief Administrator's Office  
Strategic & Corporate Policy Division  
Ph: 416-392-0523  
Fax: 416-696-3645  
mshields@city.toronto.on.ca

Councillor Layton  
Sustainability Advocate

List of Attachments:

Appendix A: Proposed workplan of Sustainability Roundtable Workgroups  
Appendix B: Membership of the Sustainability Roundtable

## Appendix A

### Appendix A: Proposed Workplan of Sustainability Roundtable Workgroups

<b>Measurements Standing Workgroup</b>		
<b>Task</b>	<b>Detail</b>	<b>Priority</b>
Mapping indicator initiatives	<ul style="list-style-type: none"> <li>Input from all the members on key initiatives – research</li> </ul>	Short Term
Develop template for sustainability measures and initiatives	<ul style="list-style-type: none"> <li>Seek resources from external source to fund bringing together other measurement initiatives (also link to education and awareness)</li> <li>Synthesise options for the city</li> </ul>	Short Term
Develop definition of sustainability and relate to strategic Plan	<ul style="list-style-type: none"> <li>Map known definitions, input from SRT</li> <li>Test, review, synthesize and forward to SRT</li> </ul>	Short Term
Define outputs purposeful to other workgroups, municipal issues, Council and sectoral plans	<ul style="list-style-type: none"> <li>Respond to requirements for indicators defined by other working groups</li> <li>Build vision of sustainable Toronto – Goals</li> <li>Identify municipal standing committee needs</li> <li>Share goals and needs with Council</li> <li>Test waterfront/strategic Plan/OP etc.</li> </ul>	Short Term  Long Term
Develop criteria and goals for measuring sustainability – e.g. long term auditing	<ul style="list-style-type: none"> <li>Define criteria for indicators</li> <li>Define processes for SRT input e.g. framework development for sustainability audit</li> </ul>	Long Term
<b>Governance Standing Workgroup</b>		
<b>Task</b>	<b>Detail</b>	<b>Priority</b>
Job Descriptions	<ul style="list-style-type: none"> <li>Detailed descriptions for Sustainability Advocate and Sustainability Lead</li> </ul>	Med./ Immediate
Developing Decision-Making Tools	<ul style="list-style-type: none"> <li>Potential tools to explore: sustainability “lens”, litmus test, strategic sustainability assessment tool, “good” practices</li> </ul>	High Med. in the long-term
Briefing of SRT	<ul style="list-style-type: none"> <li>ICLEI/U of T briefing of governance workgroup</li> <li>CAO Office</li> </ul>	Med./long term
Definition of Sustainability	<ul style="list-style-type: none"> <li>In collaboration with others (e.g. Sustainable Toronto)</li> </ul>	
City Charter and Strategic Plan	<ul style="list-style-type: none"> <li>Collaboration with Staff and CAO</li> <li>Joint meeting of governance and measurements workgroup</li> <li>Meeting with councillors</li> </ul>	High Immediate
Guidelines for Consensus Decision-making	<ul style="list-style-type: none"> <li>Governance workgroup and city staff together to develop model and application of consensus decision making process relevant to city.</li> </ul>	High/ Immediate
Decision Processes for Engagement in Decision-making	<ul style="list-style-type: none"> <li>Collaboration between Governance workgroup, staff and Sustainable Toronto – development of tool</li> </ul>	Med./ Med. Term
“Culture of sustainability”	<ul style="list-style-type: none"> <li>Staff professional development on Sustainability tools, processes and the supportive “culture of sustainability”</li> <li>Investment in professional development</li> </ul>	High/ Immediate On-going
<b>Education and Awareness Standing Workgroup</b>		
<b>Task</b>	<b>Detail</b>	<b>Priority</b>
Survey Council	<ul style="list-style-type: none"> <li>Design and delivery of survey</li> <li>Council members of the Roundtable to assist</li> <li>Determine understanding of sustainability and develop role for Councillors in achieving sustainability Goals</li> </ul>	High Short term
SRT member profiles	<ul style="list-style-type: none"> <li>2 or 3 members at each meeting present their organizations sustainability objectives and role</li> </ul>	On-going
Scans of Toronto’s	<ul style="list-style-type: none"> <li>collect and summarize</li> </ul>	High ongoing,

Sustainability Activities and International Best practices/success stories	<ul style="list-style-type: none"> <li>• Liaise with measurement workgroup</li> </ul>	
Communications/media strategy	<ul style="list-style-type: none"> <li>• Develop comprehensive communication strategy for sustainability for the city</li> </ul>	Quick
Curriculum Reform	<ul style="list-style-type: none"> <li>• Approval in principle from SRT for long-term curriculum reform plan</li> <li>• Help from previous similar studies etc.</li> </ul>	High Long-term

<b>Financial Mechanisms Issue Workgroup</b>		
<b>Task</b>	<b>Detail</b>	<b>Priority</b>
Exchange information with Governance workgroup	<ul style="list-style-type: none"> <li>• Ensure continuity between workgroup workplans</li> </ul>	Ongoing
First forum/meeting – City’s resource, allocation and budget processes	<ul style="list-style-type: none"> <li>• Forum event to be promoted through the SRT members’ organizations and the City.</li> </ul>	Short Term (June)
Second forum/meeting – Innovative Financing Mechanisms	<ul style="list-style-type: none"> <li>• Forum event to be promoted through the SRT members’ organizations and the City</li> </ul>	Short – Med. (Sept)
Opening up budget process to community at large	<ul style="list-style-type: none"> <li>• Build on the short-term goals to understand how this can be achieved</li> </ul>	Long-term

<b>Official Plan Issue Workgroup</b>		
<b>Task</b>	<b>Detail</b>	<b>Priority</b>
Consultation period	<ul style="list-style-type: none"> <li>• Full Roundtable to receive presentation</li> </ul>	Short Term
Synthesis of input	<ul style="list-style-type: none"> <li>• Official Plan workgroup facilitate discussion and co-ordinate/synthesize comments RT perspective</li> </ul>	Short Term
Key word analysis on OP	<ul style="list-style-type: none"> <li>• Need sustainability definition for OP.</li> <li>• Determine key sustainability list/words</li> </ul>	Short Term
OP workgroup	<ul style="list-style-type: none"> <li>• Coordinate response to OP staff: principles, content, checklist to full RT</li> </ul>	Short Term
Feedback to OP team	<ul style="list-style-type: none"> <li>• Provide info from all OP standing and working groups to OP team.</li> </ul>	Short Term

<b>Waterfront Issue Workgroup</b>		
<b>Task</b>	<b>Detail</b>	<b>Priority</b>
Sustainability perspective to the Waterfront	<ul style="list-style-type: none"> <li>• Working with Governance Workgroup to develop sustainability “lens”</li> <li>• Ensure waterfront plans and structures incorporate sustainability principles i.e. accountability, transparency, accessibility</li> <li>• Provide comments with recommendations on how to strengthen waterfront plans and reports from sustainability perspective</li> </ul>	High
Clarify Points of Influence	<ul style="list-style-type: none"> <li>• Identify timelines and key decision-making points; pre/post Olympic strategies; Work towards integration of plans, stakeholders, timelines</li> </ul>	High
Test-Case of Sustainable Decision-making	<ul style="list-style-type: none"> <li>• Document process of decision-making on this critical issue; integrate City’s sustainability goals as outlined in Council’s Strategic Plan.</li> <li>• The waterfront serves as a case-study for identifying how decisions are made, where there are opportunities within systems to intervene and promote sustainability, and how we might apply those lessons to broader sustainability objectives across the City.</li> </ul>	High

## **Appendix B**

### Membership of the Sustainability Roundtable

- Ms. Elyse Allan, President, Toronto Board of Trade
- Mr. Greg Allen, Member at Large
- Councillor Gerry Altobello, Planning and Transportation Committee Representative
- Dr. Sheela Basrur, Medical Officer of Health, Toronto Public Health. Alternate: Ms. Carol Mee, Coordinator, Environmental Info. & Education, Planning & Policy, Toronto Public Health
- Dr. David Bell, Professor and Former Dean, Faculty of Environmental Studies and Director, York Centre for Applied Sustainability York University
- Ms. Beth Benson, Executive Director, Waterfront Regeneration Trust
- Mr. Michael Berger, Coalition for a Green Economic Recovery
- Ms. Laura Berman, Chair, Toronto Community Garden Network, Community Garden Programme Coordinator, FoodShare Toronto
- Ms. Jean Blundell, Technical Services Division, Works and Emergency Services, Canadian Union of Public Employees Local 79. Alternate: Mr. John Jew, Water and Wastewater Division, Works and Emergency Services
- Ms. Lisa Caton, Member at Large
- Mr. Richard Christie, District Wide Coordinator of Environmental Education, Toronto District School Board
- Mr. Brian Cochrane, President, Canadian Union of Public Employees Local 416. Alternate: Mr. Bill Guthrie, C.U.P.E. Local 416
- Ms. Katrina Miller, Toronto Environmental Alliance
- Mr. Tom Denes, Executive Director, Technical Services Division, Works and Emergency Services. Alternate: Mr. John Warren, Director, Environmental Services Section, Technical Services Division Works and Emergency Services
- Mr. Brian Denney, Director, Watershed Management, Toronto and Region Conservation Authority. Alternate: Mr. Craig Mather, Chair Toronto and Region Conservation Authority.
- Ms. Paula Dill, Commissioner, Urban Development Services. Alternate: Ms. Barbara Leonhardt, Director, Policy & Research Division
- Ms. Elizabeth Dowdeswell, Member Emeritus
- Councillor Mike Feldman, Economic Development and Parks Committee Representative

- Mr. Michael R. Garrett, Chief Administrative Officer/Sustainability Lead, City of Toronto. Alternate: Ms. Rosanna Scotti, Director, Strategic & Corporate Policy Division, Chief Administrator's Office
- Ms. Tam Goossen, President, Urban Alliance on Race Relations
- Mr. Joe Halstead, Commissioner, Economic Development, Culture and Tourism. Alternate: Mr. Wayne Reeves, Policy Officer, Policy & Standards Section, Policy & Development Division
- Ms. Shirley Hoy, Commissioner of Community and Neighbourhood Services. Alternate: Nancy Matthews, Manager, Social Policy Research and Analysis, Social Development and Administration Division
- Mr. Philip Jessup, Executive Director, Toronto Atmospheric Fund
- Councillor Irene Jones, Board of Health Representative. Alternate: Brian MacKay
- Councillor Jack Layton, Sustainability Advocate
- Mr. Andrew Mitchell, The Community Social Planning Council of Toronto
- Ms Lynn Lovell, United Way of Greater Toronto
- Ms. Mary McConville, Executive Director, The Catholic Children's Aid Society of Toronto. Alternate: Mr. Gerald McNeely, Assistant to the Director of Services
- Mr. Paul Muldoon, Executive Director Canadian Environmental Law Association
- Mr. Von Palmer, Manager, Government and Legislative Affairs, Toronto Real Estate Board. Alternate: Mr. Mauro Ritacca, Policy Analyst, Government and Legislative Affairs
- Ms Natalie Pawlenko, Senior Health Planner, Toronto District Health Council. Alternate: Ms Lynne Lawrie, Director of Planning
- Councillor Jane Pitfield, Works Committee Representative
- Mr. Bruce Rivers, Executive Director, The Children's Aid Society of Toronto
- Dr. Beth Savan, Director Environmental Programs, Innis College, University of Toronto, Community University Research Alliance (CURA) Project Promoting Sustainability
- Dr. Vicky J. Sharpe, Member at Large
- Mr. Gordon MacLean, Co-ordinator of Corporate Services, Toronto Catholic District School Board. Alternate: Ms. Johanne Stewart, Director of Education
- Ms. Shannon Thompson, Alternate Member at Large
- Ms. Linda Torney, President, Labour Council of Toronto and York Region
- Mr. Errick Willis, Chairman, The Canadian Environmental Industries Association (Ontario Branch)

