

Clause embodied in Report No. 12 of the Policy and Finance Committee, as adopted by the Council of the City of Toronto at its Special Meeting held on July 30, 31 and August 1, 2002.

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Sustainability Roundtable - Annual Status Report

(City Council at its Special Meeting held on July 30, 31 and August 1, 2002, adopted this Clause, without amendment.)

The Policy and Finance Committee recommends the adoption of the following report (June 19, 2002) from Councillor Jack Layton, Sustainability Advocate and Chair, Sustainability Roundtable:

On behalf of the members of the Sustainability Roundtable, I am pleased to submit the Roundtable's annual status report. The purpose of the report is to advise City Council of the current activities and projected workplan of the Sustainability Roundtable and its workgroups.

Recommendations:

The Roundtable submits the following recommendations that:

- (1) Standing Committees observe the Council approved Terms of Reference of the Roundtable that requires each standing committee to nominate a representative to the Sustainability Roundtable;
- (2) the Chief Administrative Officer, in consultation with Treasury and Financial Services and Budget Services, update the "City's Toronto Budget 2002: Community Workbook for Discussions on the City's Operating Budget" for the 2003 budget process;
- (3) the City, through the Commissioner of Corporate Services, integrate sustainability into the Executive Development Program through the addition of a course on sustainability;
- (4) the Chief Administrative Officer make recommendations on incorporating sustainability principles into the budgeting process, including models being developed by the Sustainability Roundtable based on international examples such as eco-budgeting, sustainability auditing, quality of life measures and state of the city reporting; and
- (5) the appropriate City Officials be authorized and directed to take the necessary action to give effect thereto.

Comments:

Sustainability is a complex and difficult process to undertake – it requires a long-term vision and commitment to change, a comprehensive understanding of the impact our decisions have on all programs and services, and the building and nurturing of strong coalitions and partnerships both internal and external to City Hall.

On December 14, 1999, City Council took a bold step towards building Toronto's future as a sustainable city. By committing to sustainability as the underlying principle for the City's strategic and sectoral plans, Council laid the foundation for quality decision-making, exceptional governance, a strong civil society and an improved quality of life for all Torontonians. The comprehensive sustainability framework, which Council approved, incorporated a Sustainability Advocate, a Sustainability Lead (the Chief Administrative Officer), the Sustainability Roundtable, and Standing Committee Sustainability Representatives. Dedicating resources from across all of the municipal departments ensured not only that Council's sustainability objectives moved forward, but also that staff carried back those principles to the undertakings in their own departments and work.

The Sustainability Roundtable (SRT) was struck as 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. 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 inter-sectoral partnership representing citizens, representatives from local non-governmental organizations, Members of Council, and senior municipal staff. The goal of the Roundtable is to consider municipal decision processes in the context of sustainability and develop decision-making tools for the City. Processes, tools and eventual policies need to reflect the relationship between the three sectors of sustainability - social equity, economy and environment and the five areas of Council's Strategic Plan – Social Development, Economic Vitality, Environmental Sustainability, Good Governance, City Building.

The SRT meets six times per year. Its six workgroups meet on an on-going basis throughout the year on governance, measurements, education/awareness, waterfront, Official Plan and financial mechanisms.

Summarized below are the accomplishments of the SRT from mid 2001 to the present. Appendix A outlines the workplan for the workgroups from now until June 2003.

June 2001 to June 2002:

Discussions and decisions at the Roundtable, and at the workgroups, have focused on building a base of knowledge and understanding about sustainability, and the systems of local government.

Members have tested their ideas and knowledge through the exploration of current critical issues such as Toronto's waterfront redevelopment and the City's budget process.

Critical to the success of the Roundtable, and in turn the City's sustainability efforts, will be the development of new meaningful approaches to urban management and municipal decision making. The Roundtable chose to model the underlying principles of sustainability in the ways it structures itself and operates, ensuring adequate time and debate for this complex approach to develop, to achieve success and allow the workplans to take hold. Because of the cross-sectoral nature of the Roundtable, building trust and collaboration are essential, given that many of the members work competitively outside of the arena of the SRT. One of the priority focuses of the Roundtable's work in the past year has been to transcend this competition to allow members instead to focus on collaboration and a shared vision of sustainability. The Roundtable purposely set the bar high in terms of its goals to provide Council with advice, which reflects the complexity of urban issues and the unique nature of this city as a progressive municipality. It found that simply importing models from other places would not work; while learning from other's experiences, we need to develop our own best practices.

- (1) Sustainability Roundtable members developed a Draft Sustainability Charter, titled *Towards Sustainability in Toronto*, which serves as the basis for the Roundtable's future undertakings. The Charter lays out a working definition of sustainability and provides guidance to the City on accomplishing its sustainability objectives. The Charter will be forwarded to Council under a separate report following a year of consultation with SRT members, including City Departments.
- (2) Draft sustainability indicators are under development. These indicators, which reinforce Council's vision of Toronto, as expressed in Council's Strategic Plan, will form the basis for a planned State of Sustainability report. The Measurements Workgroup reviewed a wide range of national and international indicator initiatives to arrive at a proposed list.
- (3) Draft Sustainability decision-making tools were developed for the City's Waterfront, for the City's budget process and for general Council decision making.
- (4) Advice has been provided to Council and City staff on a number of fronts including through the Waterfront Reference Workgroup, to Official Plan staff, on the Water Efficiency Plan, fleet greening, and on the "Toronto Budget 2002; Community Workbook for Discussion on the City's Operating Budget".
- (5) A sustainability Intranet site was developed that includes posted agendas, minutes and communications for SRT members, in addition to resources, links to international sustainability initiatives and notices of current events. The content for an Internet website has been completed and we anticipate that it will be up and running in July 2002.
- (6) A Snapshot of Sustainability was produced and distributed which outlined current sustainability initiatives at the City of Toronto, regionally, nationally and internationally. The report provides a listing of current municipal initiatives addressing social equity, environment and economy as well as Council's strategic and sectoral plans.

- (7) Public education work included the release of an electronic newsletter (e-bulletin) called Synergy, which provides up-to-date news on the Roundtable and local sustainability efforts.
- (8) SRT members have also hosted two special Roundtable meetings, one to explore state-of-the-art sustainability visioning exercises, with a particular focus on the QUEST project, and another bringing together information on key municipal systems.
 - (a) The QUEST meeting attracted over a hundred guests from all three levels of government, regional planners, foundations and individuals interested in pursuing an understanding of the impact of current decisions on our city's future.
 - (b) The City Systems meeting brought together lead departmental staff to present information on the City's budget, program and business planning, finances, Council and Committee structures and strategic and sectoral planning. The session succeeded in familiarizing both Roundtable members and a wide range of municipal staff about the City's operating structures.
- (9) At their March 4, 2002 meeting, Council recommended that the Sustainability Roundtable explore the concept of eco-budgeting being promoted through the International Council of Local Environmental Initiatives (ICLEI). The Roundtable dedicated half of their April 2002 meeting to a presentation by the Secretary General of ICLEI on this issue, and recommended that the Measurements and Financial Mechanisms workgroups follow up on its applicability to the City's sustainability efforts and work with the Chief Administrative Officer to report on incorporating sustainability principles into the City's budget process.
- (10) Roundtable meetings and projects are key to building a strong network of sustainability initiatives and partnerships. The Roundtable has collaborated with QUEST, Sustainable Toronto, Learning for a Sustainable Future, the Toronto Interdepartmental Environment Team (TIE) and the University of Toronto.
 - (a) Innis College students at the University of Toronto have provided a great deal of research support to the Roundtable in the past year and a half. Students have explored definitions, charters, by-laws, triple-bottom-line accounting, website design and content, sustainability "litmus tests", and Council's Strategic Plan – its relationship to sustainability.
 - (c) As part of a communications strategy, the Education and Awareness Workgroup coordinated an op-ed piece published in the Toronto Star, attached in Appendix C. Written by three of the Roundtable members, Elyse Allan, President and CEO Toronto Board of Trade, Frances Lankin, President and CEO United Way of Greater Toronto and Councillor Jack Layton, Sustainability Advocate, the article highlighted the need for greater federal investment in municipalities.

Next Steps:

June 2002 – June 2003:

Detailed workplans for each of the Roundtable workgroups for the next 12 months are attached in Appendix A. In summary:

The Measurements Workgroup will finalize the list of sustainability indicators and produce the first version of the City's State of Sustainability Report.

The Governance Workgroup will work with the City to determine the best approach to incorporating sustainability in the Council and committee structure and pilot a sustainability decision guide for Council.

The Education and Awareness Workgroup will conduct interviews with Council members and prepare a report on sustainability priorities and local success stories.

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

The Official Plan Workgroup has coordinated input from Sustainability Roundtable members, and will be synthesizing comments on how the City might continue to incorporate sustainability principles into Toronto's Official Plan.

The Financial Mechanisms Workgroup will be working with City staff to review and expand last year's Community Workbook for Discussion on the City's Operating Budget, as well as exploring the issue of innovative funding options to support sustainability efforts at the City.

In 2002 the Roundtable as a whole will consider the findings of each workgroup and will:

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

Conclusions:

It is essential that the Roundtable continue to have representation from all of the Standing Committees of Council. The SRT's Terms of Reference call for one City Councillor from 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.

In the past, not all Standing Committees have been represented on the Roundtable. The Sustainability Roundtable is recommending Standing Committees observe the Council approved Terms of Reference of the Roundtable that requires each standing committee to nominate a representative to the Sustainability Roundtable.

In order to develop a comprehensive understanding of sustainability, and its relevance to urban management, the Sustainability Roundtable is recommending that the City add a course on sustainability to its Executive Development Program. This would encourage leadership, advanced decision-making, and an interdepartmental perspective on long-term planning.

Fiscal considerations continue to govern decision-making at the City. The Sustainability Roundtable considers it a priority that budget decisions reflect the full-breadth of Council's Strategic Plan. Therefore, they are recommending that the Chief Administrative Officer, in consultation with Treasury and Financial Services and Budget Services, update the City's "Toronto Budget 2002: Community Workbook for Discussions on the City's Operating Budget" for the 2003 Budget Process.

The Sustainability Roundtable serves as a unique resource to Council and the City. Its membership provides a diverse, high-level think-tank, providing advice 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 each of the Standing Committees.

Appendix A
Proposed Workplan of Sustainability Roundtable Workgroups - 2002

Measurements Workgroup	
Task	Detail
Indicator Development - Phase 1	<ul style="list-style-type: none"> (i) Agree on the model to employ to derive the indicators. Workgroup agreed to use the Strategic Plan as the filter for decisions and the point of departure for our work. Agree on the goals of measurement; (ii) Generate a set of indicators and indices, define criteria for indicators; (iii) Identify where they can be used, how and by whom; and (iv) Recommend implementation process, roles and responsibilities (who maintains data, who monitors process, who compiles data and reports, etc.)
Feedback and Workshop on draft indicators – Phase 2	<ul style="list-style-type: none"> (i) Circulate work of Phase 1 to SRT and others as identified; (ii) Obtain feedback ("workshop" or "forum"); and (iii) Revise and edit work.
Incorporation of Indicators with all workgroups - Phase 3	<ul style="list-style-type: none"> (i) Present package to the SRT; (ii) Work with the Governance and Communications working groups to incorporate work and disseminate work; and (iii) Respond to requirements for indicators defined by other working groups.
Assistance on Sustainability Audit	<ul style="list-style-type: none"> (i) Work with the Auditor on sustainability Audit; and (ii) Define processes for SRT input e.g. framework development for sustainability audit

Governance Workgroup	
Task	Detail
Work with the Chief Administrative Officer on Council and standing committee structure which promotes sustainability	Goal: Practical recommendations for adjusting municipal political governance structures to facilitate incorporating sustainability into decision making
Development of "Sustainability Test for Decision-Making" for Council	Goal: Workshop the Tool with Council Reference Group
Connect indicators with decision making (in conjunction with Measurement Workgroup)	Goal: Develop sustainability indicators which examine/measure governance outputs and outcomes as a means of achieving sustainability objectives

Governance Workgroup	
Task	Detail
Liaise with and support Project 9 with Sustainable Toronto (CURA)	Goal: Develop report on “Governance barriers and opportunities (outcomes and practices) to advancing sustainability”
Development of “Culture of sustainability”	Goal: Deliver workshop to City Staff. Staff professional development on Sustainability tools, processes and the supportive “culture of sustainability” Investment in professional development
Connecting sustainability to ongoing municipal and NGO activities	Goal: (a) Briefing with ICLEI (b) Briefing on next phase of strategic plan and City Charter and their relationship to municipal sustainability
Advanced sustainability visioning and concepts.	Goal: Outline and plan role in promoting the development of QUEST within the City as a tool for engagement and decision making

Education and Awareness Workgroup	
Task	Detail
Outreach to Toronto City Councillors about Sustainability	Conduct one-on-one interviews with all Toronto City Councillors to discuss the Sustainability Roundtable and local sustainability issues. The results of the interviews will help to gauge Councillors understanding of sustainability and better define their role in achieving the City’s sustainability goals
Communication Plan	Develop a Communication Plan for the Sustainability Roundtable
SRT E-Newsletter	Develop an e-newsletter for SRT members and observers. The purpose of the e-newsletter will be to provide an update of SRT activities; including SRT member profiles, upcoming meeting information, and updates on Working Group activities. The newsletter will be published 3-4 times per year
Outreach to SRT Member Organizations and the Sustainability Charter	Conduct a presentation to SRT member organizations on the role and activities of the SRT, and obtain their feedback/comments on the draft Sustainability Charter
Outreach to City of Toronto Staff	Conduct a presentation to City of Toronto staff on the role and activities of the SRT

Financial Mechanisms Workgroup	
Task	Detail
Goal: Develop a Sustainability Lens to assist Council and staff during City's budget deliberations.	<ul style="list-style-type: none"> (i) Review of Council's Fiscal Principles and Priority Setting Guide; (ii) Draft pilot Lens for workgroup to test during 2002 budget cycle; (iii) Review of examples of sustainability budget decision-making tools; (iv) Revise decision-making tool based on feedback from Roundtable; (v) Meet with senior City management team and Budget Advisory Committee members – preliminary discussion and review of Sustainability Lens for 2003 budget development; (vi) Report to SRT – finalized Sustainability Lens; (vii) Prepare Report to Policy and Finance Committee; (viii) Evaluate Sustainability Lens with SRT members, Council and City staff; and (ix) Review and revise Sustainability Lens for 2004 Budget decisions.
Discuss alternative funding options for sustainability objectives	<ul style="list-style-type: none"> (i) Examine municipal funding initiatives; and (ii) Review of funding for test-issues such as green-fleets, municipal incentives.
Open up budget process to community at large	Work with City to revise Community Workbook for Discussion on the City's Operating Budget
Develop recommendations for City Auditor on sustainability audit	Meet with City Auditor regarding Sustainability Audit – in conjunction with Governance, Education and Awareness and Measurement Workgroups

Official Plan Issue Workgroup	
Task	Detail
Consultation period	Full Roundtable to receive presentation on Final Official Plan
Synthesis of input	<ul style="list-style-type: none"> (i) Workgroups facilitate discussion and co-ordinate/synthesize comments from Workgroups' perspective; and (ii) Coordinate response to OP staff.
Feedback to OP team	Provide info from all working groups to OP team.

Waterfront Issue Workgroup	
Waterfront precedents and best practices	<ul style="list-style-type: none"> (i) Review of Provincial and Federal Sustainability documents which could provide precedence for incorporating sustainability in the waterfront redevelopment and basis for report to Council's Waterfront Reference Group; (ii) Review international waterfront developments that incorporate sustainability objectives and practices; (iii) Draft and present report on Provincial and Federal commitments to sustainability to SRT; and (iv) Finalize and forward report to Council's Waterfront Reference Group.
Waterfront sustainability indicators	<ul style="list-style-type: none"> (i) Joint meeting with Measurement Workgroup and City and NGO staff working on indicators which pertain to Waterfront sustainability objectives; (ii) Develop criteria for selecting waterfront sustainability indicators this workgroup would track/monitor; and (iii) Develop strategy for communicating and disseminating information from indicators.
Waterfront monitoring	Present to SRT progress to date on monitoring waterfront development (indicators and City's planning)
Ongoing	<ul style="list-style-type: none"> (i) Monitor discussions/decisions of Council's Waterfront Reference Group and Toronto Waterfront Revitalization Corporation (TWRC) work to determine opportunities to ensure integration of sustainability in both groups' objectives and activities; and (ii) Meet with City staff working to develop the Environmental Assessment to promote and support endeavors that incorporate sustainability strategies.
Sustainability perspective on the Waterfront	<ul style="list-style-type: none"> (i) Visioning exercise; (ii) Ensure waterfront plans and structures incorporate sustainability principles i.e. accountability, transparency, accessibility; and (iii) Provide comments with recommendations on how to strengthen waterfront plans and reports from sustainability perspective to the Sustainability Roundtable.

Appendix B
Membership of the Sustainability Roundtable

Ms. Elyse Allan
President and CEO
Toronto Board of Trade

Mr. Greg Allen
Member at Large

Councillor Gerry Altobello
Planning and Transportation Committee Representative
City of Toronto

Ms. Vicki Barron
Executive Director
Waterfront Regeneration Trust

Dr. Sheela Basrur
Medical Officer of Health
Toronto Public Health

Dr. David Bell
Director, York Centre for Applied Sustainability, York University
Community University Research Alliance (CURA) Project Promoting Sustainability

Mr. Michael Berger
Coalition for a Green Economic Recovery

Ms. Laura Berman
Community Garden Programme Coordinator
FoodShare Toronto

Ms. Jean Blundell
Canadian Union of Public Employees
Local 79

Mr. John Cartwright
President
Toronto and York Region Labour Council

Mr. Richard Christie
District Wide Coordinator of
Environmental Education
Toronto District School Board

Mr. Brian Cochrane, President
Canadian Union of Public Employees
Local 416

Mr. Brian Denney, Director
Watershed Management
Toronto and Region Conservation Authority

Ms. Paula Dill
Commissioner, Urban Development Services
City of Toronto

Ms. Elizabeth Dowdeswell
Member Emeritus

Councillor Mike Feldman
Economic Development and Parks Committee Representative
City of Toronto

Mr. Eric Gam
Acting Commissioner of Community and Neighbourhood Services
City of Toronto

Ms. Tam Goossen, President
Urban Alliance on
Race Relations

Ms. Ellen Greenwood
Board of Directors and Chair, Advocacy Committee
Ontario Environment Industry Association

Mr. Barry Gutteridge
Commissioner, Works and Emergency Services
City of Toronto

Mr. Joe Halstead
Commissioner, Economic Development, Culture and Tourism
City of Toronto

Ms. Shirley Hoy
Chief Administrative Officer
Sustainability Lead
City of Toronto

Mr. Philip Jessup
Executive Director
Toronto Atmospheric Fund

Councillor Irene Jones
Board of Health Representative
City of Toronto

John K. Kiru
Executive Director
Toronto Association of Business Improvement Areas

Ms. Frances Lankin
President and Chief Executive Officer
United Way of Greater Toronto

Councillor Jack Layton
Sustainability Advocate
Sustainability Roundtable Chair
City of Toronto

Ms. Mary McConville
Executive Director
The Catholic Children's Aid Society of Toronto

Mr. Andrew Mitchell
The Community Social Planning
Council of Toronto

Mr. Mike Moralis
Toronto District Health Council

Mr. Paul Muldoon
Executive Director
Canadian Environmental Law Association

Ms. Fiona Nelson
Alternate Member at Large

Ms. Shelley Petrie
Executive Director
Toronto Environmental Alliance

Councillor Jane Pitfield
Works Committee Representative
City of Toronto

Ms. Sharron Richards
Community Development and Prevention Program
The Children's Aid Society of Toronto

John W. Ryall
Program Coordinator, Canadian and World Studies
Toronto District Catholic School Board

Dr. Beth Savan
Director Environmental Programs
Innis College, University of Toronto
Community University Research Alliance (CURA) Project Promoting Sustainability
Sustainability Roundtable Community Co-Chair

Dr. Vicky J. Sharpe
Member at Large

Ms. Shannon Thompson
Member at Large

Community Services Committee Representative (Vacant)
Policy and Finance Committee Representative (Vacant)

Official Observers
Environment Canada
Ontario Region

Ministry of the Environment
Central Region

International Council for Local Environmental Initiatives (ICLEI)
ICLEI World Secretariat

(A copy of the “Op-ed piece from the Toronto Star Coordinated and written by Sustainability Roundtable Members - December 4, 2001” was forwarded to all Members of Council with the July 18, 2002, agenda of the Policy and Finance Committee and a copy thereof is also on file in the office of the City Clerk, City Hall).