



STAFF REPORT INFORMATION ONLY

Toronto Environment Office 2008 Achievables

Date:	January 2, 2008
To:	Parks and Environment Committee
From:	Richard Butts, Deputy City Manager (Cluster B)
Wards:	All
Reference Number:	P:\2008\Cluster B\TEO\PE08001

SUMMARY

This report identifies the Toronto Environment Office's major achievables for 2008 and associated performance measures, in response to a request for this information by the Parks and Environment Committee.

The achievables are grouped under three sub-headings that reflect the three major staff teams and areas of responsibility within the newly organized Toronto Environment Office. The sub-headings are:

- Implementation and Support;
- Research and Policy Development; and
- Partnerships and Innovations.

Financial Impact

There are no financial impacts resulting from this report that contains information on Toronto Environment Office 2008 Achievables.

The Deputy City Manager and Chief Financial Officer has reviewed this report and agrees with the financial impact information.

DECISION HISTORY

At its meeting of October 10, 2007 the Parks and Environment Committee acted on a report from the Deputy City Manager, Cluster B, titled “Mandate of the Toronto Environment Office” (dated October 1, 2007) (<http://www.toronto.ca/legdocs/mmis/2007/pe/bgrd/backgroundfile-7303.pdf>).

The Committee requested the Deputy City Manager to report back in January 2008 and identify the Toronto Environment Office’s (“TEO’s”) achievables for 2008 and associated performance measures.

This report is submitted in response to the Committee’s request.

COMMENTS

Key 2008 Functions of the Toronto Environment Office

The major functions of the TEO in 2008 are two-fold:

- completion of the policy components of the City of Toronto’s Climate Change, Clean Air and Sustainable Energy Action Plan, (the “Climate Change Action Plan”), such as the Climate Change Adaptation Strategy; and
- implementation of Council approved Climate Change Action Plan programs and policies that are directly managed by the TEO, such as the Live Green Toronto program, or are co-ordinated and assisted by the TEO, such as promotion of local food production and consumption undertaken in conjunction with other corporate bodies.

The TEO also has responsibility for many programs and events, such as the Green Toronto Awards, that pre-date the Climate Change Action Plan, and other functions that are related to the Climate Change Action Plan.

Grouping of Achievables

In order to link the TEO’s 2008 achievables to its new organizational structure the achievables have been grouped under one of the three following sub-headings: Implementation and Support; Research and Development; and Partnerships and Innovations. These components of the TEO’s new structure were discussed in the report titled Mandate of the Toronto Environment Office (dated October 1, 2007).

Three appendices are attached to this report (A,B and C) which contain, respectively, the list of achievables grouped under the sub-headings. In some cases the Director will manage the file directly. In other cases day-to-day management will be provided by a Manager reporting to the Director. Successful completion of the achievables presented in this report will require Council approval of TEO's 2008 Operating Budget request.

Performance Measures

Also presented in the attached appendices are the performance measures associated with each achievable. In all cases the general goals are: innovative leadership, timely project completion, completion on or under budget, value added contribution and positive clientele responses. Where practical, evaluation forms will be issued to solicit feedback.

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ATTACHMENTS

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| Appendix A. | Achievables: Implementation and Support |
| Appendix B. | Achievables: Research and Development |
| Appendix C. | Achievables: Partnerships and Innovations |

APPENDIX A.

ACHIEVABLES: IMPLEMENTATION AND SUPPORT

Item	Achievable	Performance Measurement
A.	Co-ordination of the Implementation of the City's Climate Change, Clean Air and Sustainable Energy Action Plan	<p>Work with City ABCC&D's to ensure that all components of the Action Plan are resourced and acted on.</p> <p>Submit periodic progress updates to Council.</p> <p>Key projects:</p> <ul style="list-style-type: none"> • Live Green Toronto • Renewable Energy Capital of Canada • Double the Tree Canopy • Sustainable Transportation System • Greening Business and the Economy • Climate Change Adaptation • Local Food Production and Consumption • Promote Water Efficiency • Reduce Solid Waste • Monitoring and Reporting • Eco-Roofs • Tower Renewal.
B.	<p>GHG Emission Reductions</p> <p>Collation of greenhouse gas emission reductions resulting from green initiatives by ABCC&Ds that have reported to Parks and Environment Committee in 2007 and 2008.</p>	<ul style="list-style-type: none"> • Submission of staff report to Parks and Environment Committee with collation of greenhouse gas emission reductions for all ABCC&Ds that have given presentations.

C.	Zerofootprint Carbon Calculator A web-based tool for calculating individual generation of greenhouse gases and social inter-action capability to promote reduction in carbon use.	<ul style="list-style-type: none"> Working in conjunction with Zerofootprint partner launch the website at end of February and promote use of the website in conjunction with Live Green Toronto.
D.	Update of the City's Green Procurement Policy	<ul style="list-style-type: none"> Completion of the revision of the policy and Council approval of the updated version. Undertaken with Purchasing and Materials Management.
E.	Local Food Procurement for City Operations Policy development to incorporate a percentage of locally grown and sustainable food into City contracts.	<ul style="list-style-type: none"> Successful completion and submission to Council of a staff report concerning establishment of corporate policy for local food procurement and associated implementation plan.
F.	Promoting Community Gardens Development of approaches for promoting the establishment of new community gardens.	<ul style="list-style-type: none"> Work with stakeholders, including Parks, Forestry and Recreation, community groups and School Board staff to establish a minimum of 10% increase in community gardens.
G.	Enviro-Food Action Working Group Co-ordinate the establishment of the working group and facilitate its work. Members to include Toronto Food Policy Council, Toronto Environmental Alliance, GTA Agriculture Action Committee, Foodshare, etc.	<ul style="list-style-type: none"> Formal establishment of Working Group with terms of reference.
H.	Eco-Roofs Program	<ul style="list-style-type: none"> Lead development of a co-ordinated program with

		<p>incentives to promote green roofs, renewable energy and reflective (cool roofs) for the industrial and commercial sector in Toronto.</p> <ul style="list-style-type: none"> • Number of clients applying for incentives will be measured.
I.	<p>Co-ordination of the Executive Environment Team (EET)</p> <p>Chaired by the DCM, EET consists of senior management from all ABCC&Ds with significant environmental portfolios.</p>	<ul style="list-style-type: none"> • Provision of support services to the Chair and Team, including minute taking, assisting with the setting of agendas, follow-up on action items and liaison with members.
J.	Green Guide Update	<ul style="list-style-type: none"> • Complete updates and revisions to Green Guide, publish 2008 edition and expand distribution.
K.	TEO Webpage	<ul style="list-style-type: none"> • Keep webpage up to date with current information. Measure number of hits and emails to TEO email account.
L.	<p>Environmental Portal</p> <p>Revision and update to the City's web page environmental portal.</p>	<ul style="list-style-type: none"> • Track number of web page visits and email messages.
M.	<p>Smart Commute</p> <p>Co-ordination of the City's involvement in the Smart Commute Program.</p>	<ul style="list-style-type: none"> • Assessment of changes in travel behaviour by targeted audiences.
N.	Electronic Climate Change Newsletter and Events Calendar	<ul style="list-style-type: none"> • Continued provision to elected officials and staff of an electronic newsletter carrying news articles

		<p>regarding climate change.</p> <ul style="list-style-type: none"> • Provision of an Events Calendar high-lighting events of environmental importance through course of 2008.
O.	United Nations Regional Centre of Expertise on Education for Sustainable Development	<ul style="list-style-type: none"> • Continued provision of secretary role to help co-ordinate and facilitate the work of the Regional Centre.
P.	Renewable Energy Strategy Implementation	<ul style="list-style-type: none"> • Work collaboratively with the Energy Efficiency Office on delivery of Renewable Energy Strategy. • Complete RFP process for installation of two solar photo-voltaic projects (i.e. Toronto Parking Authority and Ellesmere Community Centre)
Q.	Management of City Contract with International Council for Local Environmental Initiatives	<ul style="list-style-type: none"> • Manage the City's contact with ICLEI. Key deliverables: • Successful completion of ICLEI's work program, including 2008 conference in Toronto • Administer the contract, including payment of invoices.
R.	TEO Participation in Environmental Events and Policy Conferences Examples: 2008 SMOG Summit, Canada Blooms, Green Living Show, Environment Days, Green Day at	<ul style="list-style-type: none"> • Provision of support and participation in major environmental events and environmental policy conferences.

	Exhibition Place, World Green Roofs Conference 2009.	
S.	<p>Green Toronto Film Series</p> <p>Series of films that focus on environmental issues and themes.</p> <p>Target audience is City staff.</p>	<ul style="list-style-type: none"> • Successful viewing of films at different civic locations across the corporation. • Viewing audience evaluation via a feedback form. • Will record number of attendees at screenings.

APPENDIX B.

ACHIEVABLES: RESEARCH AND DEVELOPMENT

Item	Achievable	Performance Measurement
A.	<p>Publication of Greenhouse Gases and Air Pollutants in the City of Toronto Annual Inventory Report for 2005 and 2006.</p> <p>Retain ICF International (Ralph Torrie) to provide expert assistance with project.</p>	<ul style="list-style-type: none"> • Successful publication of Inventory Report for 2005 and 2006 in 2008, working in collaboration with Toronto Atmospheric Fund, corporate stakeholders and local utilities. • Successful retainment of ICF International.
B.	<p>Publication of 2006 National Pollutant Release Inventory for the City of Toronto.</p>	<ul style="list-style-type: none"> • Successful publication of NPRI 2006 Inventory in 2008, working in collaboration with Public Health and other corporate stakeholders. • Maintain engagement of expert advisory body for design of annual reporting template and design of “executive summary” for general public interest.
C.	<p>Neighbourhood Air Quality Model: South Riverdale and The Beach</p>	<ul style="list-style-type: none"> • In 2008 complete RFP, hire a consultant to undertake air quality modelling study of all sources of air pollutants for South Riverdale and The Beach. • Engage a Neighbourhood Stakeholder Advisory Committee to facilitate local input and project liaison.

D.	Climate Change Modelling and Climate Adaptation Program	<ul style="list-style-type: none"> • Engage a multi-stakeholder, expert, technical working group to provide on-going advice during the development of a Toronto-specific climate change forecasting model • Engage a multi-stakeholder, policy working group to assist in the design of a climate change model to maximize its applicability to a Toronto-specific adaptation program • Issue an RFP and hire a consultant(s) to assist with the project.
E.	Clean Roads to Clean Air Program introducing new street sweepers to improve capture of dust particles	<ul style="list-style-type: none"> • Co-write a staff report with Transportation Services regarding outcome of monitoring program pre- and post-program introduction.
F.	Proposed Phase Out of Two-Stroke Engines A two-stage project concerning the proposed phase out of two-stroke engines at a corporate level and on a City-wide scale.	<ul style="list-style-type: none"> • Co-ordination of a staff report that recommends a corporate policy for the proposed phase out of two-stroke engines and presents recommended steps for implementation of the policy. • Policy proposals will include recommendations for consideration of City-wide phase out program. • Research will include examination of technology alternatives and best practices by other municipal

		jurisdictions.
G.	Urban Farm Centre for Environmental Excellence	<ul style="list-style-type: none"> • Develop with Parks, Forestry and Recreation a vision document and sustainability plan for the urban farm as a centre for environmental excellence • Research opportunities for integration of environmental technologies for urban farm site. • Work collaboratively with Ryerson University Engineering and Architecture department. • Work with School Boards to develop ability for replication.
H.	Deep Lake Water Cooling	<ul style="list-style-type: none"> • Work with Enwave and other corporate stakeholders to optimize existing deep lake water cooling system and establish plans for expansion of program. • Utilize project funding to undertake optimization study.
I.	Green Taxi Support MLS in research and the development of a policy and program to shift the City's taxi fleet to hybrid or low emission technologies.	<ul style="list-style-type: none"> • Successful completion and submission to Council of a staff report, followed by program implementation.

APPENDIX C.

ACHIEVABLES: PARTNERSHIPS AND INNOVATIONS

Item	Achievable	Performance Measurement
A.	<p>Live Green Toronto</p> <p>A multi-faceted outreach program at the community and neighbourhood levels to facilitate and help resource action to combat climate change by reducing Toronto's greenhouse gas emissions.</p>	<p>Key deliverables in 2008:</p> <ul style="list-style-type: none"> • Completion of website with linkage to Zerofootprint carbon calculator. • Launch social marketing campaign. • Establishment of community animators (potentially with one or more non-governmental organizations). • Launch grants program to assist with community initiatives.
B.	<p>Tower Renewal</p> <p>A program to promote energy conservation in high-rise buildings and community building through local marketplace innovations and promotion of access to green space.</p>	<ul style="list-style-type: none"> • Participate on a corporate team to assist with the implementation of the project. • Participate in the writing of a staff report with recommendations for program implementation. • Production of Case Study Development and Tower Renewal Handbook.
C.	<p>Green Toronto Awards 2008</p> <p>Annual environmental awards program and presentation ceremony.</p>	<ul style="list-style-type: none"> • Successfully produce the Awards at Exhibition Place with linkage to the Green Living Show. Continued robust submission of

		<p>nominations and attendance by broad spectrum of stakeholders. Participant feedback will be attained via a feedback form.</p> <ul style="list-style-type: none"> • Target of 800 attendees at 2008 awards event.
D.	<p>Green Toronto Festival</p> <p>Annual environmental festival taking place at Yonge-Dundas Square, with closure of Yonge Street.</p>	<ul style="list-style-type: none"> • Successful production of the Green Toronto Festival at the Yonge-Dundas Square, with engagement of vendors, school groups, performers and special guests. • Target of 60,000 attendees over two days. • Participant feedback will be attained via a feedback form.
E.	<p>Presentations to Stakeholders, Students and Community Groups</p>	<ul style="list-style-type: none"> • Successfully fulfill the majority of speaking requests and seek audience evaluation via a feedback form. • Expecting 50 to 100 requests in 2008.
F.	<p>Lights Off on Earth Hour</p> <p>City partnership with World Wildlife Fund and Toronto Star to promote turning off lights across the City on March 29.</p> <p>Conducted as a Live Green Toronto outreach project, with City sponsorship from Mayor.</p>	<ul style="list-style-type: none"> • Successful co-ordination of corporate contribution to the partnership, including assisting with event promotion, liaison with emergency response providers and corporate participation in the event.

G.	<p>Environmental Video Competition</p> <p>Video competition for youth engaged in the production of videos designed to create awareness of vital environmental issues of our time.</p>	<ul style="list-style-type: none"> • Formalize advisory panel comprised of representatives from the City, School Boards and Planet in Focus Film Festival. Develop program and launch in 2008. • Record number of entries submitted.
H.	<p>GTA Clean Air Council (CAC)</p> <p>Lead City's involvement in the projects and initiatives of the CAC, such as the Green Procurement Community of Practice.</p>	<ul style="list-style-type: none"> • Successful implementation of CAC projects.