

To:	Development Services Committee	Item:	DS-08-36	Date of Report:	January 30, 2008
From:	Commissioner, Development Services Department	File:	F-7000-0008	Date of Meeting:	February 4, 2008
Subject:	<i>Oshawa Environmental Advisory Committee: 2007 Annual Report and 2008 Workplan</i>			Ward(s):	All
PUBLIC REPORT					

1.0 PURPOSE

The purpose of this report is to present the 2007 Annual Report and 2008 Workplan for the Oshawa Environmental Advisory Committee (OEAC), as required by the OEAC Terms of Reference.

Attachment No. 1 is a copy of the OEAC Terms of Reference.

Attachment No. 2 is the OEAC 2007 Annual Report which also identifies the current members of the OEAC.

Attachment No. 3 is the proposed OEAC 2008 Workplan.

Attachment No. 4 is an overview of the activities of the City's Senior Environmental Coordinator (Suzanne Elston) in 2007 and her proposed key activities in 2008.

2.0 RECOMMENDATION

That the Development Services Committee recommend to City Council:

1. That, pursuant to Report DS-08-36 dated January 30, 2008, the Oshawa Environmental Advisory Committee's (OEAC) 2007 Annual Report and 2008 Workplan be endorsed.
2. That the Chair and members of the OEAC be thanked for their commitment.
3. That, based on the first partial year of operation of the OEAC, no changes be made to the OEAC's Terms of Reference or other related operating practices.

3.0 EXECUTIVE SUMMARY

N/A

4.0 INPUT FROM OTHER SOURCES

- The 2007 Annual Report and proposed 2008 Workplan were reviewed and approved by the members of the OEAC.

5.0 ANALYSIS

5.1 General

- On May 22, 2007 Council approved the Terms of Reference for Oshawa's first OEAC (see Attachment No. 1).
- On May 22, 2007 Council also appointed Councillors Brian Nicholson and Tito Marimpietri to the OEAC.
- Members-at-large and student representatives were solicited through the City's website and newspaper advertisements.
- Attachment No. 2 includes a list of the current members of the OEAC.
- The OEAC held its inaugural meeting on September 6, 2007.
- The OEAC generally meets on the first Thursday of every month.
- In 2007, the OEAC held four meetings.

5.2 2007 Annual Report

- Attachment No. 2 is the OEAC's 2007 Annual Report. The OEAC was in place for about one third of 2007.

5.3 Proposed 2008 Workplan

- The proposed 2008 OEAC Workplan represents activities that OEAC members consider a priority and achievable. The Workplan has been divided into four main areas:
 - **Community Outreach and Stewardship** – Activities that advance Goal B (A Green and Sustainable Community) of the Community Strategic Plan, including hosting the 2008 Provincial Environmental Advisory Committee Meeting in the Fall.
 - **Policy Development** – Activities involving the provision of advice on the formulation of policies that promote Goal B of the Community Strategic Plan.
 - **Committee Education and Development** – Activities which have been identified as priorities by the OEAC members that promote Goal B of the Community Strategic Plan.
 - **Issue Tracking** – Activities involving the monitoring of issues that OEAC members deem significant and may require future consideration, and that promote Goal B of the Community Strategic Plan.

5.4 Senior Environmental Coordinator

- Attachment No. 4 is an overview of the activities of the City's Senior Environmental Coordinator (Suzanne Elston) in 2007 and her proposed key activities in 2008. Given that this is a new position, it was considered helpful to provide an overview.

5.5 Annual Review of OEAC by Development Services Committee

- The OEAC Terms of Reference require that the Development Services Committee conduct an annual review "...to examine the effectiveness of the OEAC and ensure its continued viability and improvement".
- The OEAC is a new committee which has been in place for less than six months. Its energy and commitment to date has been very impressive.
- It is recommended that the Development Services Committee "sign off" on its annual review of the OEAC with no suggested changes, at this time, to the Terms of Reference of the OEAC.

6.0 FINANCIAL IMPLICATIONS

- The OEAC has a proposed base budget in 2008 of \$ 5,000.
- A Potential Increase (\$5,000) may be submitted as part of the 2008 Budget to assist in hosting the Provincial Environmental Advisory Committee conference. Fund-raising and a sponsorship drive will be implemented to offset some of these costs. The Durham Strategic Energy Alliance has already committed \$5,000 to the event.

7.0 RESPONSE TO THE COMMUNITY STRATEGIC PLAN

- The ongoing activities of the OEAC advance Goal B (A Green and Sustainable Community) and Goal C (A Caring and Responsive Community) of the City's Community Strategic Plan by promoting a cleaner greener city, managing growth and using land wisely, improving communications, cooperation and community engagement and by taking action and ensuring accountability.

Original Signed By

Thomas B. Hodgins, B.E.S., M.A., RPP, Commissioner
Development Services Department

SE/c
Attachments

Terms of Reference Oshawa Environmental Advisory Committee (OEAC)

1.0 Overview

The goal of the Oshawa Environmental Advisory Committee (OEAC) is to contribute to the stewardship and protection of our natural and built environments by providing assistance, citizen expertise and guidance to the City of Oshawa.

The OEAC is a volunteer technical Advisory Committee, established by the City of Oshawa, in accordance with these Terms of Reference. OEAC members are guided by these Terms of Reference.

1.2 Mandate

The Mandate of the OEAC is to assist, advise and educate City Council, staff, and the community with respect to the *protection, enhancement, restoration, management* and appreciation of the *natural and built environments*, and to advance the goals of the Community Strategic Plan.

The OEAC will achieve its mandate by assisting with, and carrying out Council direction, and by bringing initiatives to Council that are within its mandate, through the appropriate Committee.

2.0 Responsibilities/Scope of Activities

The Scope of the OEAC's activities includes:

- Advise and assist Council on:
 - *the protection, enhancement, restoration, management* and appreciation of the *natural and built environments*;
 - local environmental/*sustainable development* concerns;
 - new environmental issues or challenges, and their implications for the City;
 - existing and new environmental legislation, programs, policy and funding from the Province, other levels of government, or other sources including partnership opportunities;
 - corporate environmental policies, and;
 - Terms of Reference for environmental and related studies, as appropriate.
- provide a liaison/forum between the City and the local community on environmental issues;
- identify new strategies, including educational strategies, regarding *environmental sustainability* which would lead to a better understanding or enhancement of the City's *natural and built environments*;
- promote the conservation and preservation of the *natural environments* through public education initiatives and projects;

- promote the restoration and rehabilitation of *built environments* and *brownfields* through public education initiatives and projects;
- assist the City in its participation in a variety of environmental initiatives (such as the annual GTA Smog Summit, Earth Day Festival, Mayor's Megawatt Challenge, etc.);
- advise the City on actions that can be taken to improve air quality and reduce greenhouse gases and other harmful emissions;
- submit to Council, through the Development Services Committee, an annual report that includes the previous year's activities, and a workplan and budget for the upcoming year;
- work in conjunction with the Durham Environmental Advisory Committee (DEAC) and other municipal environment committees, as well as other groups/agencies with similar mandates, to share ideas and expertise on current and emerging environmental issues.

3.0 OEAC Organization

3.1 Membership

The OEAC will be comprised of thirteen (13) members – ten (10) members of the public, two (2) students, plus two (2) Council representatives. Members (or their families) must be residents or taxpayers of the City of Oshawa. Public members will serve as individuals and shall not represent a specific interest group. Students must be at least 16 years of age and registered in a full-time educational program, at the high school, college or university level. The membership as a whole shall reflect a broad range of interests, including urban and rural, as well as technical and academic expertise.

3.2 Member Appointments

The public will be invited to apply for appointment to the OEAC as members-at-large through:

- local newspaper advertisements;
- The City of Oshawa's website; and
- notices to the Durham District and Durham Separate school boards (student members only.)

Members will be selected as per a Council approved selection process by the Citizen Appointment Interview Panel (CAIP). Recommended members are then appointed by Council.

3.3 Term of Office

Members-at-large will have a term consistent with that of Council, with the right of re-appointment for one (1) additional consecutive term. (The inaugural appointment will be for a reduced term, effective September 2007 and officially ending November 31, 2010.)

Student members will be appointed for the period of one (1) school year (i.e. September to June) only, with the right of re-appointment for an additional one (1) year consecutive term.

3.4 Filling of Vacancies

Upon the written resignation of an OEAC member to Council, vacancies will be filled in accordance with Section 3.2.

3.5 Absences

Any member who misses three consecutive meetings of the OEAC is deemed to have resigned his or her membership unless Council, in consideration of the circumstances surrounding the absence, determines otherwise.

3.6 Member Qualifications

OEAC members will be appointed on the basis of their work and volunteer experience, availability, academic qualifications, demonstrated expertise, and interest and participation in environmental and community matters. Expertise that will assist in carrying out the mandate of the OEAC includes, but is not limited to, the following:

- Air Quality
- Biology
- Botany
- Ecology
- Energy Conservation and Innovation
- Environmental Education
- Environmental Education
- Environmental Health
- Environmental Planning
- Forestry
- Geography
- Geology
- Hydrology
- Invasive Species
- Landscape Architecture
- Limnology
- Natural History
- Organic Gardening
- Pedology
- Pesticide Management
- Resource Management
- Species at Risk
- Zoology

3.7 Expectations of Members

OEAC members are expected to:

- understand the mandate of the OEAC, including its relationship to Council;
- understand their role and expectations, including relevant City policies;
- understand the role and expectations of the OEAC Chair, Council liaisons and staff;
- strive to attend all scheduled and special advisory OEAC meetings;
- prepare for meetings by reading agendas and any background information supplied;
- actively participate in the discussion and decision making process;
- undertake any work assigned, including special projects and research, between meetings;
- be open-minded and allow for a variety of opinions to be heard;

- respect the individual worth and dignity of other OEAC members, and maintain a high degree of professionalism;
- recognize personal limitations on participation and inform the Chair and staff when these limits are unreasonable;
- ask questions, and seek clarification through the Chair and the staff;
- respect that actions taken and recommendations shall reflect the majority view of the OEAC;
- respect the decisions and finality of Council;
- defer to the Chair as spokesperson for the OEAC in the media or in any public forum;
- clearly identify any items of pecuniary interest before they are discussed, and refrain from discussion and voting on the same (see Conflict of Interest Guidelines);
- Identify alternative funding sources and potential partnerships.

3.8 Conflict of Interest Guidelines

A *Conflict of Interest* may arise for OEAC members when their personal or business interests are inconsistent with, or opposite to, the duties and decisions of the OEAC.

A "*conflict of interest*" (or a conflicting interest) means an interest that would be likely to affect adversely a committee member's judgment on behalf of, or loyalty to, the citizens of the City of Oshawa as a whole, or that a committee member might be prompted to prefer to the interests of the environment.

3.9 Election of Chairperson and Vice-Chairperson

The OEAC shall elect the Chair and Vice-Chair from its membership on an annual basis. The Chair and Vice-Chair shall not be members of Council. The Chair shall not be a voting member of the OEAC unless necessary to break a tie. The Vice-Chair assumes the roles and responsibilities of the Chair in the Chair's absence. The Chair can be re-elected for two (2) consecutive years, for a total of three (3) years. Once completing his or her tenure, the Chair assumes the role of Past-Chair and acts as a mentor and resource for the incoming Chair for the remainder of the term, if any.

The inaugural meeting of the OEAC will be chaired by the staff Senior Environmental Coordinator.

3.10 Expectations of OEAC Chair

In addition to the expectations placed on all OEAC members as outlined in 3.7. the OEAC Chair is expected to:

- facilitate the meeting by identifying the order of proceedings and speakers;
- interpret and determine questions of procedure;
- ensure active participation by all OEAC members;
- maintain decorum and ensure fairness and accountability;
- assist staff in setting up meeting areas, giving consideration to the nature of the matters discussed, potential public consultation and accessibility;
- refrain from the discussion until all OEAC members and the Council representative have had an opportunity to speak on a matter;

- encourage the engagement of all OEAC members and solicit a variety of opinions;
- refrain from voting unless a tie is present;
- review agendas and minutes provided by staff; and assist with the preparation of Annual Reports and presentations to Committee and Council;
- review the goals and objectives of the OEAC and ensure the business plan is realistic and up-to-date;
- act as spokesperson for the OEAC; and
- in a public forum, clearly identify whether he or she is speaking in the capacity of the OEAC Chair, or as an independent citizen, where appropriate.

3.11 Sub-Committees

Sub-committees and special study groups may be established on a project by project basis, as required. Sub-committees shall be chaired by an OEAC member, although not all sub-committee members are required to be OEAC members. Sub-committee members may be drawn from Council, City staff, or from the community-at-large, based on the need for relevant expertise. Sub-committees shall report to the OEAC through the sub-committee Chair. Sub-committees will be reviewed annually by the OEAC to determine the need to continue.

3.12 Community Liaison

The OEAC may also consult with parties that have outside interests or expertise in the environment. These may include, but are not limited to:

- Conservation Authorities;
- property owners;
- special interest groups;
- non-governmental organizations;
- schools and school boards; and
- the business community.

4.0 Resources

The Department of Development Services will provide the following staff resources to the OEAC.

4.1 Senior Environmental Co-ordinator

The Co-ordinator will act as a resource to the OEAC, and will be expected to:

- manage expectations;
- coordinate OEAC research;
- prepare OEAC reports to Committee and Council;
- act as a liaison to other City departments;
- assist the Chair in tracking the OEAC budget;
- forward deputation requests to the Chair;
- oversee minute preparation and distribution;
- prepare draft agendas and minutes, in consultation with the Chair, including relevant resolutions of Council;

- distribute draft agendas and minutes to all OEAC members at least one week before a regularly scheduled meeting;
- set up meeting areas, giving consideration to the nature of the matters to be discussed, potential public consultation and accessibility;
- assist the Chair in determining if quorum was met;
- coordinate OEAC related communications and correspondence;
- coordinate the setting up and maintenance of the OEAC's presence on the City's website;
- assist the OEAC in reviewing goals and objectives, and ensure that the business plan is realistic and up-to-date;
- assist the Chair and OEAC members in the preparation of the Annual report and/or presentations to Committee and Council;
- understand the mandate of the OEAC, including its relationship to Council;
- understand the role and expectations of the OEAC members, the Council representative, and staff;
- remain impartial to all OEAC members;
- offer procedural and process advice to the Chair and OEAC members, and;
- complete an annual review of the OEAC to examine the effectiveness of the OEAC and ensure its continued viability and improvement.

The Senior Environmental Co-ordinator will be a non-voting member of the OEAC.

4.2 Meeting Secretary

The meeting secretary shall:

- record when the meeting started and adjourned;
- record the OEAC members present;
- record a summary of the discussion for each item, actions to be taken and recommendations of the OEAC, including the names of the movers and seconders of motions;
- note any disclosures of conflict of interest, including the general nature thereof; and
- review and correct any errors in the minutes of previous meetings.

Other City staff may be invited to attend meetings and provide technical support on a project by project basis.

4.3 Budget

The budget for the OEAC shall be administered by the Department of Development Services and will be included in the Development Services budget, to be reviewed as part of the City's regular budget process. The initial budget for 2007 will be \$ 2,500.

The budget will cover administrative costs and costs related to planned and approved community activities/events and community education initiatives. Significant projects or studies that require additional funding shall be requested through the appropriate Department during the Annual Budget process.

4.4 Remuneration

No remuneration will be paid to OEAC members.

4.5 Expenses

All OEAC members will be reimbursed for pre-approved expenses incurred, which are directly attributable to OEAC business and activities that are in accordance with the City's usual procedures for all other Council advisory committees.

5.0 Meetings

5.1 Meeting Schedules

The OEAC will meet ten (10) times a year at City Hall on a regular schedule (there will be no scheduled meetings in July and August.) The time and location of the meetings is to be established once the OEAC membership has been determined. Additional meetings may be called, as required, by the Chair.

5.2 Meeting Policies

All OEAC meetings shall be open to the public. Meetings may be declared "In Camera", by a majority vote of the members present, only when dealing with personnel or financial matters.

The OEAC shall strive for consensus and shall report its adopted recommendations to Council through the Development Services Committee. Quorum for the OEAC will be 50 percent of the voting membership, plus one (1) provided that where the number of members who, by reason of the declaration of a *Conflict of Interest*, are disabled from participating in a meeting is such that at that meeting the remaining members are not of sufficient number to constitute a quorum, then, the remaining number of members shall be deemed to constitute a quorum, provided such number is not less than two (2).

5.3 Meeting Procedures

The following procedures shall be followed at OEAC meetings:

- all recommendations and other acts of appropriate direction, shall be moved and seconded by two (2), duly appointed OEAC members, with the exclusion of the Chair and those who have declared a conflict with a particular item;
- moving and seconding a motion implies that a particular item be brought forward for discussion. It does not mean that an item necessarily be "supported". Support for a motion is expressed through verbal discussion and voting;
- a simple majority vote of the OEAC members present shall be followed;
- non-quorum meetings shall be permitted, but may not contain any actions to be taken, or recommendations;
- minutes of a non-quorum meeting shall be recorded in the same format as regular meetings, and shall be considered by Council as "minutes of the non-quorum meeting";

- if the Chair is not present within the first ten minutes of the OEAC meeting, the Vice-Chair shall preside. If both the Chair and the Vice-Chair are not present within the first ten minutes of OEAC meeting, the members present shall appoint, by consensus, an Acting Chair, who will preside for the duration of the meeting; and
- Where a matter is not otherwise provided for herein, the procedural by-law for the Council of the Corporation of the City of Oshawa, as may be amended from time to time, as it applies to Standing Committees of Council, shall apply to the proceedings of the OEAC, with such changes as are necessary with respect to context.

5.4 Meeting Agendas

OEAC agendas and minutes will be circulated to the Corporate Leadership Team for information and be made available to the public on the City's website one week in advance of regularly scheduled meetings.

5.5 Meeting Structure

The meeting structure should meet the needs of individual OEAC members, while ensuring consistency, completeness and accountability. It is recommended that the following components be included in OEAC agendas:

1. Call to order
2. Review of agenda
3. Approval of minutes
4. Disclosure of pecuniary interest
5. Presentations/Delegations
6. Old business, including a brief overview of any relevant Council direction
7. New business
8. Review of OEAC administrative business, including Business Plan
9. Identification of action items
10. Other business
11. Next meeting
12. Adjournment

6.0 Reporting

6.1 Reporting Structure

The OEAC shall report to City Council through the Development Services Committee, or through joint meetings of the Development Services Committee and other Standing Committees of Council as appropriate, depending on the issue.

6.2 Reporting Requirements

The Annual Report shall be prepared and submitted to the Development Services Committee prior to the end of February each year. The report shall address:

- the OEAC mandate and membership;
- meetings held;
- achievements of the OEAC;
- ongoing activities;

- Business Plan and budget for upcoming year; and
- suggestions for changes to the Terms of Reference.

7.0 Accountability

7.1 Annual Review

An annual review of the OEAC will be completed by Development Services Committee to examine the effectiveness of the OEAC and ensure its continued viability and improvement.

7.1 Operational Review

At the completion of the OEAC's first term, a review will be undertaken by the Development Services Committee to look at the operating efficiency and continuance of the OEAC. The findings of the review shall be reported to Council.

7.2 Amendments

Amendments to the Terms of Reference can only be made with Council approval.

Oshawa Environmental Advisory Committee (OEAC)

2007 Annual Report

Introduction

The Oshawa Environmental Advisory Committee was established in September 2007 to assist, advise and educate City Council, staff, and the community with respect to the protection, enhancement, restoration, management and appreciation of the natural and built environments, and to advance Goal B of the Community Strategic Plan.

The OEAC will achieve its mandate by assisting with, and carrying out Council direction, and by bringing initiatives to Council that are within its mandate, through the appropriate Committee.

This Annual Report is intended to support and help satisfy the requirement of the annual review of the Committee as outlined in the Terms of Reference, by way of summarizing the activities of OEAC for 2007 and presenting a Work Plan for the year 2008 with an estimate of the resources necessary.

Membership

OEAC is composed of fourteen members; ten members of the public (Susan Bragg, Ron Campbell, Renee Cotton, Alexander Kemp, Ray Kissel (chair), Paul-André Larose, Barbara North, William Thurber, Erwin Waldinsperger (co-chair), and Ryan Wallis), two students (Julie Banks and William Cooper), plus two Council representatives (Tito Marimpietri and Brian Nicholson).

Meetings

The inaugural meeting of OEAC was held September 6, 2007. Four meetings were held in 2007 in September, October, November and December.

Major Activities

In 2007, the OEAC was in its early learning phase. The OEAC members expanded their knowledge base by arranging presentations on:

- a. The planned Regional Waste Incinerator
 - b. Revisions to the Region's Tree Cutting By-law
 - c. The Smart Commute Project
 - d. LivCom Presentation
 - e. Provincial Brownfields Presentation
 - f. Great Lakes Wetland Centre
- ii) Participated in:
- a. The Provincial Environmental Advisory Committee meeting in Waterloo in late September
 - b. Assisted with the staffing of the City of Oshawa booth at the Green Star Expo in Ajax
 - c. DAAC Farm Tour
- iii) Made recommendations regarding:
- a. The planned York Durham Energy from Waste facility
 - b. The involvement of the OEAC in all policies and new initiatives
 - c. The purchase of cloth bags for the City
 - d. Public Process for the City's Pesticide Policy
 - e. Smart Commute
 - f. Monitoring of City's Anti-idling By-Law

Oshawa Environmental Advisory Committee (OEAC)

2008 Proposed Work Plan

OEAC has prepared a Workplan for the year 2008. The Workplan represents activities which OEAC members consider to be a priority and achievable within the calendar year. The activities are divided into four categories:

- **Community Outreach and Stewardship** – Activities that advance Goal B of the Community Strategic Plan, including:
 - OEAC Website creation in the 1st Quarter of 2008; providing practical resources and links to other environmental sites
 - Provincial Environmental Advisory Committee meeting – The OEAC will host the 2008 Provincial Environmental Advisory Committee meeting. Although plans for this event are at the early and developmental stages, full support from the Committee has been expressed for the meeting.
 - Volunteering in the City annual Earth Day activities
 - Volunteering and assisting in the Green Star Expo
 - Yellowfish Road project

- **Policy Development** – Activities involving providing advice on the formulation of policies that promote Goal B of the Community Strategic Plan. These include:
 - Naturalization Policy
 - Pesticide Policy
 - Other City Policies, as required
 - Environmental Master Plan
 - Trails Development Policy & Plan
 - Environmental Measurement and Performance Reporting
 - Office of Energy Management
 - Smart Commute
 - FCM Partners for Climate Protection Program

- **Committee Education and Development** – Activities which have been identified as priorities by the OEAC members that promote Goal B of the Community Strategic Plan, include:
 - Environmental Health
 - LEED buildings and design
 - Energy Conservation
 - Trees
 - Transportation alternatives
 - Illumination By-law
 - Waste Management

- **Issue Tracking** – Activities involving the monitoring of issues that OEAC members deems significant and may require future consideration, and that promote Goal B of the Community Strategic Plan:
 - Proposed York-Durham Energy from Waste Facility
 - Drive-Thrus (City's anti-idling by-law)
 - Waterfront Protection and Development/Water Pollution Control Plants
 - Pesticides and Herbicide Policy

Role and Activities of Senior Environmental Coordinator

Essentially, the roles and responsibilities of this position are divided into five main categories:

1. Establish, support and advise the Oshawa Environmental Advisory Committee
2. Develop an Environmental Master Plan
3. Serve as a resource for Council, staff and the community at large, in conducting research, providing guidance and direction and leading environmental initiatives.
4. Act as the City's contact on environmental issues
5. Monitor environmental initiatives and legislation at other levels of government to determine their potential impact on the City

1. Establish, support and advise the Oshawa Environmental Advisory Committee

2007 Accomplishments

- Terms of Reference created and approved by Council
- Prepared orientation binders for OEAC members
- Acted as staff liaison for OEAC members
- Hosted inaugural meeting in September
- Provided support and direction to OEAC members for subsequent monthly meetings
- Attended provincial EAC meeting

2. Develop an Environmental Master Plan

2007 Accomplishments

- Established and Chaired the Inter-departmental staff Environmental Cabinet to assist in undertaking a corporate scan of environmental practices and opportunities
 - Completed partial inventory/scan of functions and responsibilities of all City departments

3. Serve as a resource for Council, staff and the community at large, in conducting research, providing guidance and direction and leading environmental initiatives.

2007 Accomplishments

Internal

- Earth Day
 - Assisted in the planning and development of the City's Earth Day event
 - Contributed to bringing in more than 30 new exhibitors
 - Helped secure Ontario Power Generation sponsorship and prizes
 - Coordinated the very first Earth Day flag raising in Canada and related Council proclamation

- Bike to Work Week
 - Coordinated with fitness staff the City's first Bike to Work Week, May 28 to June 1, 2007
 - Promoted the event
 - Organized a "Lunch & Learn" for bike maintenance and safety to protect staff
 - Coordinated a staff Ride-a-Long
 - Solicited prizes for staff participants
 - Council proclamation

External

- Ajax-Pickering Board of Trade "An Inconvenient Truth" luncheon
 - Working with Manager, Administrative Services developed a Green display booth for the City, showcasing Oshawa's environmental programs and initiatives, waste reduction efforts and Brownfields accomplishments.
- GreenStar Awards and Expo
 - On behalf of the City, invited to serve on the GreenStar Awards and Expo Advisory Panel
 - The event, which was held on November 1, 2 &3, 2007, was the first show of its kind in Durham Region
 - Served as a judge for the GreenStar awards
 - Coordinated the City's booth at the Expo and organized a team of volunteers to manage it

Special Projects and Programs

- City Hall Waste Audit and Zero Waste Initiative
 - Working with City Hall maintenance staff initiated waste audit and improved City Hall waste system, successfully increasing total diversion rates from 70% to 90%
 - Coordinated City Hall green bin program
 - Introduced the "thINK FOOD" program to recycle cell phones and ink jet cartridges to the benefit of local area food banks
 - Established battery recycling program at City Hall for rechargeable and non-reusable batteries
 - Ongoing staff education through "Green Tip of the Week", "Grapevine" and "Lunch & Learn" program
- "Lunch & Learn" Program
 - Initiated and coordinated monthly lunchtime information sessions that are presented free-of-charge to Council, staff and their families and members of the OEAC
 - Subjects to-date have included:
 - Water conservation and efficiency
 - Energy efficiency for your home
 - Wills and Powers of Attorney
 - Health and Fitness
 - Sustainable Christmas giving
 - Bike maintenance and safety
- LIVCOM Initiative
 - Contributed to the scripting of the video and PowerPoint presentation
 - Coordinated location filming and presentation logistics

- Smart Commute
 - Worked with the Director of Transportation and Parking Services and Transportation Engineer (Planning Services), to research Smart Commute initiative and to develop a Smart Commute staff report
 - Endorsed by Council
- Project Porchlight
 - Assisted this non-governmental organization (NGO) in establishing contacts within the City for the free distribution of 14,000 compact fluorescent lights (CFLs) to City residents
- Capstone Project – Green Business Survey
 - Working with 4th year UOIT students to create a green business survey for businesses within the Business Improvement Area (BIA) that includes:
 - Tracking environmental practices
 - Information about improving environmental business practices
 - Available funding programs and resources
- E-85 (Ethanol) Filling Station
 - Working with the Manager of Business Development to find a location suitable for a commercial E-85 filling station
 - Working with the Ministry of Energy to locate a government E-85 filling station for federal, provincial, municipal and General Motors corporate vehicles
- Courthouse LEED Requirements
 - Researched requirements and prepared LEED documents for new Provincial Courthouse certification
- DEAC Awards
 - Prepared a nomination to the Durham Environmental Advisory Committee's for the City's Ameresco Project
- In-house Consultations
 - Consulted with various departments and staff, on a variety of initiatives including:
 - Naturalization policy, pesticide policy, energy-from-waste, green procurement strategies, waste reduction week, energy management systems

4. Act as the City's contact on environmental issues

Internal Communications

- "Green Tip of the Week"
 - Create and distribute weekly ideas, tips and suggestions that encourage individual responsibility and participation
- "Grapevine", staff newsletter
 - Provide content for "Green Corner", and other related articles

External Media

- "Talk with Terry"
 - A bi-weekly morning environmental talk with Terry Johnston on Durham Radio (CKDO – 107.7 FM and 1580 AM)
 - Promotes the City's programs and policies

- Encourages individual responsibility and awareness

- "Talk Local"
 - Featured guest on Rogers Cable talk show on reducing waste and promoting "Green Christmas" ideas
- Green@Work
 - Authored feature article (2,500 words) for "Green@Work" magazine about the City's LIVCOM award and sustainable initiatives
- Assisted in preparing the City's 2007 Smog Summit presentation which was delivered by Councillor John Henry on behalf of Mayor Gray

Website

- Working with Manager of Customer Service and technical support staff to re-organize website content under Environmental heading
- In process of creating new web section for Oshawa Environmental Advisory Committee (OEAC) content, including:
 - Overview of OEAC
 - Agendas and Minutes
 - Bios of members
 - Actions and recommendations

Presentations

- Internal
 - February 14 Presentation to Corporate Leadership Team (CLT)
 - February 15 Presentation to Development Services Leadership Team (DSLTL)
 - June 6 Corporate Services Department, Staff meeting presentation, "How Green is Our City?"
 - September 21 Parks Services Managers Meeting presentation, "How Green is Our City?"
- External
 - August 7 Oshawa Parkwood Rotary presentation, "How Green is Your City?"
 - October 24 Clarington Board of Trade presentation, "How Green is Your Business?"

5. Monitor environmental initiatives and legislation at all other levels of government to determine their potential impact on the City.

Review and Monitor

- Environmental Bill of Rights Environmental Registry
- New legislation and regulations
- All media outlets
- Related reports and bulletins

External Committees

- Represent the City on the Greater Toronto Area Clean Air Council (GTA-CAC), which is responsible for the Annual Smog Summit
 - New projects/programs of the GTA-CAC include:
 - Alliance for Resilient Cities (Climate Adaptation)
 - Community of Procurement (Green Purchasing)
- Municipal Environmental Managers Group
 - A think tank of municipal environmental managers and coordinators that meet to discuss environmental issues, share expertise, experience and advice
- CTC (Credit Valley, Toronto, and Central Lake Ontario Conservation Authorities) Source Protection Committee meetings
 - Purpose of the Provincially mandated Committee is to develop Terms of Reference, Assessment Report and Source Protection Plan as set out in the Clean Water Act
 - Monitor and advise City of how the implementation of the Clean Water Act will impact City operations and budget
- Green GTA Initiative – Best Practices and Transition Projects Working Group
 - Invited to serve on this Committee to help develop a template for a Green GTA

Goals for 2008 – Existing Projects and Responsibilities

- Host 2008 Provincial Environmental Advisory Committee meeting
- Continue to act as the City of Oshawa's staff liaison for OEAC members and meetings, providing support, direction and research as required
- Assist the OEAC in providing leadership and stewardship to the City of Oshawa
- Coordinate completion of "environmental scan" of functions and responsibilities of all City departments
- Develop a high-level Environmental Strategic Plan that provides:
 - Goals
 - Targets
 - Measurement and management tools
 - Reporting framework
- Research and provide recommendations regarding an appropriate, practical and implementable methodology and framework for monitoring and measuring the City's greenhouse gas emissions, including the Federation of Canadian Municipalities Partners for Climate Protection (PCP) Program
- Research and provide recommendations regarding how the City of Oshawa can become "a Great Lakes community" which monitors and contributes to efforts to restore and protect the Great Lakes ecosystem and specifically Lake Ontario and its shoreline
- Develop "We Conserve" Plan as directed by Council
- Office of Energy Management (OEM)
 - Working with OEM Manager to create inventory of energy efficiency improvements and related savings at City facilities
 - Investigate new technologies, grants and incentives programs

- City Hall Master Plan (CHMP)
 - Provide input to CHMP

- Municipal Environmental Working Group
 - Establish an inter-municipal staff Committee with representation from all lower tier municipalities in Durham Region to discuss common environmental issues, potential common approaches and to share expertise and information

- Green Procurement
 - Work with Purchasing Services staff to:
 - Consider a green purchasing strategy for the City
 - Help organize an in-house teach-in for City project managers on the many benefits of green purchasing

- Report on Redside Dace
 - Work with Water Resources Engineering Manager to respond to Federal Fisheries and Oceans notice regarding the Reside Dace (minnow)

- Funding Opportunities
 - Research and network on opportunities for City to receive funding from other levels of government, private sector, NGO's, foundations, etc. for City environmental initiatives, acquisitions, etc.