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Halifax Regional Council
May 24, 2005

TO: Mayor Kelly and Members of Halifax Regional Council

SUBMITTED BY:

A handwritten signature in black ink, appearing to read "Brad Anguish", written over a horizontal line.

Brad Anguish, Director - Environmental Management Services

DATE: May 17, 2005

SUBJECT: Corporate Environmental Initiatives Group - Annual Update

INFORMATION REPORT

ORIGIN

Staff wish to provide Regional Council with an Annual Update from the corporate Environmental Initiatives Group.

BACKGROUND

Origin of EIG

In late 2000, several business units came together as the Environmental Initiatives Group (EIG). The fundamental intent was to share information and partner on efforts to assist HRM with corporate wide environmental activities.

The EIG developed the concept of “Naturally Green” to bring together the separate environmental activities and make them more accessible and visible to HRM residents.

Naturally Green

The Naturally Green logo was released publically in February 2001, and the first edition of the Naturally Green Newsletter came out in the spring of 2001.

Since then, there has been approximately 15 editions of Naturally Green with an original distribution of approximately 150,000 households throughout HRM. With the continued growth of our community, Naturally Green has seen its distribution increase to just over 161,000.

Naturally Green provides updates and information to residents on a number of corporate environmentally sustainable initiatives and projects. Public surveys indicate that it has been well received.

2004 Review of EIG

In 2004, a review of the EIG indicated that a number of changes and events were directly impacting its mandate. These included:

- New Environmental Management Services business unit created January 1, 2003
- Four strategic corporate themes that included “healthy, sustainable, vibrant community”
- Regional Planning was well underway which included a major environmental component
- Environmental issues were emerging as key priorities for the community, i.e. clean air, land, and water
- Sustainable Community (Green) Reserve was to be created and a governance system would be required
- Corporate-wide sustainability analysis was underway.

The EIG had been working well, however, in order to continue to best meet the emerging corporate environmental needs as HRM’s internal stakeholder advisory group, a review of the EIG’s mandate, responsibilities, accountabilities and representation was required.

DISCUSSION

Terms of Reference

A revised Terms of Reference (copy attached) for EIG was developed, approved and implemented in the summer of 2004. It more clearly articulated the roles, responsibilities and memberships of the Environmental Initiatives Group (EIG). In essence, EIG is the internal advisory group and champion of environmental sustainability within the corporation, including facilitation of partnership opportunities, liaison, sharing of information and education and awareness across HRM Business Units. EIG will also continue to coordinate and manage the Naturally Green Newsletter and provide governance around the recently established Sustainable Community (Green) Reserve.

Another responsibility in the new Terms of Reference was an Annual Report/Update to Regional Council. This report is the first such report and is provided just prior to National Environment Week, June 5th - 11th and World Environment Day, June 5th. World Environment Day is sanctioned by the United Nations and the 2005 theme is "Green Cities - Planning for the Planet" which parallels HRM's "Healthy, Sustainable, Vibrant Community" theme.

Membership/Representation

The lead business unit and chair of the Environmental Initiatives Group is Environmental Management Services.

Other actively involved business units in EIG include Finance, Real Property and Asset Management, Transportation and Public Works, Recreation Culture and Heritage, Planning and Development, Shared Services, Governance (Regional Planning), Corporate Communications and the Halifax Regional Water Commission.

Membership is open to all HRM business units.

Key Activities for 2005

- Continue to enhance working relationships with other related corporate committees such as the Healthy, Sustainable, Vibrant Community Theme Committee and the Energy and Underground Services Committee
- Provide an interface and entry point for external environmental stakeholder communication, partnership opportunities and networking
- Continue to champion environmental sustainability within the corporation and lead by example, i.e. Green Procurement practices
- Investigate hosting an HRM sponsored/coordinated major environmental event for Environment Week 2006

BUDGET IMPLICATIONS

Activities of the Environmental Initiatives Group are within the various operating budgets of the business units involved.

FINANCIAL MANAGEMENT POLICIES / BUSINESS PLAN

This report complies with the Municipality's Multi-Year Financial Strategy, the approved Operating, Capital and Reserve budgets, policies and procedures regarding withdrawals from the utilization of Capital and Operating reserves, as well as any relevant legislation.

ALTERNATIVES

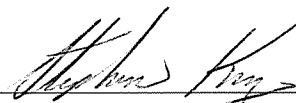
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ATTACHMENTS

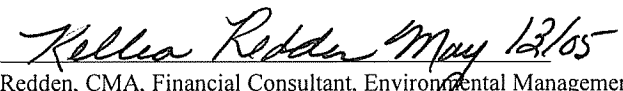
- Terms of Reference - EIG

Additional copies of this report, and information on its status, can be obtained by contacting the Office of the Municipal Clerk at 490-4210, or Fax 490-4208.

Report Prepared by:


Stephen King/ Manager-Environmental Performance, Environmental Management Services,
Chair EIG (490-6188)

Financial Review by:


Kellea Redden, CMA, Financial Consultant, Environmental Management Services (490-6267)

Terms of Reference Environmental Initiatives Group

A) Purpose (role)

The Environmental Initiatives Group (EIG) corporate role includes:

1. Serve as the HRM internal environmental stakeholders advisory group
2. Champion environmental sustainability within the Corporation including facilitation of partnership opportunities and networks, sharing of information and in-reach education and awareness.
3. Provide an interface or entry point for external environmental stakeholder communication, partnership opportunities and networking.
4. Manage, coordinate, provide the Naturally Green Newsletter including use of the Naturally Green logo and related activities.
5. Provide a staff governance structure for the Sustainable Community Reserve, including reviewing, prioritizing and recommending project for funding from the Reserve, in accordance with the Project Criteria for the Reserve and the Federation of Canadian Municipalities (FCM) Green Municipal Investment Fund (GMIF) Agreement.
6. Provide advice from a corporate perspective on proposals for external environmental funding, i.e. FCM Green Municipal Enabling Funds (GMEF) and Green Municipal Investment Funds (GMIF).
7. Preparation and submission of appropriate business plans and budgets for the EIG on an annual basis as required
8. Prepare and present to Regional Council on annual (or semi-annual if required) Environmental Sustainability Overview/ Report from a corporate wide perspective.

B) Membership/ Representation

The lead business unit for the Environmental Initiatives Group (EIG) is Environmental Management Services which shall chair the EIG and maintain a minimum of three seats on the EIG. The balance of membership shall be made up of a representative from each HRM business unit including, but not limited to, Public Works and Transportation; Real Property and Asset Management; Planning and Development; Shared Services; Governance (Regional Planning); Finance; Recreation, Culture and Heritage; Halifax Regional Water Commission, Regional Police, Regional Fire and Emergency Services; and the corporate communications office.

C) Requirements/ Roles/ Responsibilities of Members

Representatives must have a strong working knowledge and understanding of the business unit each represents and a keen interest in environmental sustainability from a corporate perspective as well as their own business units.

Representatives must have the authority to make decisions on behalf of their business unit at the EIG meetings and are responsible to keep their business unit updated on EIG activities.

Annually (or as required), each business unit shall review their representation on the EIG and advise the chairperson of the EIG of any changes.

Terms of membership of the EIG are annual and can be renewed or changed as per the decision of the respective business unit.

Each member/ representative on EIG shall have an equal voice.

D) Reporting Structure

Members of the EIG report to their respective business units, however, the EIG as an entity shall have a reporting relationship with the Executive Management Team (EMT) directly through the corporate Healthy, Sustainable, Vibrant Community theme. The EIG shall also provide semi-annual (and/ or as required) updates to the Senior Management Team (SMT).

The EIG shall prepare and present an annual (or semi-annual if required) Environmental Sustainability Overview/ Report to Regional Council.

E) Rules of Order, Procedures, etc.

Regular rules of order for committee meetings shall apply and the new EIG may establish specific rules of order, procedures, etc. that best meet its needs to be an effective and productive group. This includes setting meeting dates, times and agendas.

F) Continuous Review

On a minimum annual basis, the EIG shall review its Terms of Reference and update, change, modify the existing terms to ensure the Group continues to effectively, productively and timely meet its objectives and mandates.

G) Mission Statement

The following introductory Mission Statement is provided. The new EIG may adjust, change or modify this Mission Statement to best meet its mandate and responsibilities.

- *“To protect, preserve and enhance our environment by promoting and supporting best environmental practices within the community and HRM business units.*
- *To champion, monitor and report annually to Regional Council the progress of environmental programs that support the achievement of a Healthy, Sustainable and Vibrant Community, by targeting pollution at source for air, land and water.”*

Revised: June 29/04
SAK