



Revised Agenda  
Environment Advisory Committee  
The Corporation of the City of Brampton

**Date:** August 10, 2021  
**Time:** 6:00 p.m.  
**Location:** Council Chambers - 4th Floor, City Hall - Webex Electronic Meeting  
**Members:** Preethi Anbalagan (Co-Chair)  
Akeem Gardner (Co-Chair)  
Harripaul Bridgemohan  
Rajbalinder Ghatoura  
Jafir Jaferi  
David Laing  
Sanjay Mathur  
Tamsen Metcalfe  
Davika Misir  
Amandeep Purewal  
Sherry-Ann Ram  
Vipul Shah  
Stacey Wilson  
City Councillor D. Whillans - Wards 2 and 6

NOTICE: In consideration of the current COVID-19 public health orders prohibiting large public gatherings and requiring physical distancing, in-person attendance at Council and Committee meetings will be limited to Members of Council and essential City staff only. Public attendance at meetings is currently restricted. It is strongly recommended that all persons continue to observe meetings online or participate remotely.

For inquiries about this agenda, or to make arrangements for accessibility accommodations for persons attending (some advance notice may be required), please contact: Sonya Pacheco, Legislative Coordinator, Telephone 905.874.2178, TTY 905.874.2130  
[cityclerksoffice@brampton.ca](mailto:cityclerksoffice@brampton.ca)

Note: Meeting information is also available in alternate formats upon request.

1. **Call to Order**

2. **Approval of Agenda**

3. **Declarations of Interest under the Municipal Conflict of Interest Act**

4. **Previous Minutes**

4.1. Minutes - Environment Advisory Committee - June 8, 2021

The minutes were considered by Committee of Council on June 23, 2021, and were approved by Council on July 7, 2021. The minutes are provided for Committee's information.

5. **Presentations\Delegations**

\*5.1. Presentation by Jessica Yadav, Environmental Planning Student, Public Works and Engineering, re: Natural Heritage and Stormwater Survey

To be received.

\*5.2. Presentation by Kristina Dokoska, Environment Planner, Public Works and Engineering, re: Grow Green Awards

To be received.

6. **Reports/Updates**

6.1. Verbal Update from Zoe Milligan, Environmental Project Specialist, Public Works and Engineering, re: Brampton Tree Month and Residential Tree Program

6.2. Verbal Update from Michael Hoy, Supervisor, Environmental Planning, Public Works and Engineering, re: Centre for Community Energy Transformation (CCET) Advisory Task Force

7. **Sub-Committees**

**8. Other New/Business**

- 8.1. Resignation of Committee Member Preethi Anbalagan from the Environment Advisory Committee

*To be received*

- 8.2. Discussion Item at the request of Harripaul Bridgemohan, Committee Member, re: Environment Advisory Committee - Terms of Reference

- 8.3. Discussion item at the request of Stacey Wilson. Member, re: Staff Response to Rat Management Education and City's Plan - Status on Habitat Boxes installed in Woodlots

**9. Correspondence**

**10. Question Period**

**11. Public Question Period**

15 Minute Limit (regarding any decision made at this meeting)

During the meeting, the public may submit questions regarding recommendations made at the meeting via email to the City Clerk at [cityclerksoffice@brampton.ca](mailto:cityclerksoffice@brampton.ca), to be introduced during the Public Question Period section of the meeting.

**12. Adjournment**

Next Regular Meeting: Tuesday, October 12, 2021



## Minutes

### Environment Advisory Committee

### The Corporation of the City of Brampton

**Tuesday, June 8, 2021**

**Members Present:**

Preethi Anbalagan (Co-Chair)  
Akeem Gardner (Co-Chair)  
Harripaul Bridgemohan  
Rajbalinder Ghatoura  
Jafir Jaferi  
David Laing  
Davika Misir  
Sherry-Ann Ram  
Stacey Wilson

**Members Absent:**

Sanjay Mathur  
Tamsen Metcalfe  
Amandeep Purewal  
Vipul Shah  
City Councillor D. Whillans

**Staff Present:**

Michael Hoy, Supervisor, Environmental Planning, Public Works and Engineering  
Pam Cooper, Environmental Planner, Public Works and Engineering  
Stavroula Kassaris, Environmental Planner, Public Works and Engineering  
Zoe Milligan, Environmental Project Specialist, Public Works and Engineering  
Anand Balram, Policy Planner, Planning, Building and Economic Development  
Sonya Pacheco, Legislative Coordinator

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1. **Call to Order**

The meeting was called to order at 6:02 p.m. and adjourned at 7:45 p.m.

2. **Approval of Agenda**

Committee discussion took place with respect to proposed amendments to the agenda.

The following motion was considered.

**EAC016-2021**

That the agenda for the Environment Advisory Committee Meeting of June 8, 2021, be approved as amended to add the following item:

7.1. Verbal Update from David Laing, Committee Member, re: Brampton Grow Green Network Sub-committee and Status of the Brampton Environmental Alliance

Carried

3. **Declarations of Interest under the Municipal Conflict of Interest Act**

Nil

4. **Previous Minutes**

4.1 Minutes - Environment Advisory Committee - April 13, 2021

The minutes were considered by Committee of Council on April 28, 2021, and were approved by Council on May 5, 2021. The minutes were provided for Committee's information.

5. **Presentations\Delegations**

5.1 Presentation from Jessica Yadav, Environmental Planning Student, Public Works and Engineering, re: Natural Heritage Systems Communication Plan

Jessica Yadav, Environmental Planning Student, Public Works and Engineering, provided a presentation entitled "Natural Heritage System Communication Plan".

Committee discussion on this matter included the following:

- Outreach with community groups
- Development and distribution of targeted toolkits for community groups
- Raising awareness of the toolkits in the broader community
- Importance of educating the public on the use of the natural heritage system and raising awareness of sensitive features, and how this will be incorporated in the communications and action plans

The following motion was considered.

#### **EAC017-2021**

That the presentation from Jessica Yadav, Environmental Planning Student, Public Works and Engineering, to the Environment Advisory Committee Meeting of June 8, 2021, re: **Natural Heritage System Communication Plan**, be received.

Carried

#### **5.2 Presentation from Zoe Milligan, Environmental Project Specialist, Public Works and Engineering, re: 2021 Brampton One Million Trees and Naturalization Projects**

Zoe Milligan, Environmental Project Specialist, Public Works and Engineering, provided a presentation entitled "Brampton One Million Trees & Valley and Parks Naturalization 2021".

Committee discussion took place with respect to the following:

- Supply of watering trucks in Brampton and watering frequency
- Encouraging and educating residents on how to maintain trees in front of their property
- Informing residents on the types of trees suitable for their property
- Information from staff regarding the development of an urban forest management plan
- Public engagement opportunity during Brampton Tree Month in September

- Reporting, tracking and replacement of new trees that don't survive, and how this impacts the City's one million trees objective
- Progress on the One Million Trees program and the need to catch up on tree plantings due to the impact of the COVID-19 pandemic
- Annual average of trees planted in Brampton, 2021 goals and efforts to increase capacity
- Process for selecting neighbourhoods for tree plantings through a social equity lens

The following motion was considered.

#### **EAC018-2021**

That the presentation from Zoe Milligan, Environmental Project Specialist, Public Works and Engineering, to the Environment Advisory Committee Meeting of June 8, 2021, **re: 2021 Brampton One Million Trees and Naturalization Projects**, be received.

Carried

- 5.3 Presentation from Stavroula Kassaris, Environmental Planner, Public Works and Engineering, **re: Brampton Grow Green Webpage Renovation**

Stavroula Kassaris, Environmental Planner, Public Works and Engineering, provided a presentation entitled "Brampton Grow Green Webpage Renovation". Ms. Kassaris requested that Committee members review the webpage and provide any further feedback to staff for consideration.

The following motion was considered.

#### **EAC019-2021**

That the presentation from Stavroula Kassaris, Environmental Planner, Public Works and Engineering, to the Environment Advisory Committee Meeting of June 8, 2021, **re: Brampton Grow Green Webpage Renovation**, be received.

Carried

- 5.4 Presentation from Andrew McNeil, Manager, Official Plan and Growth Management, and Tristan Costa, Planner, Planning, Building and Economic Development, **re: Brampton Plan Update**

Anand Balram, Policy Planner, Planning, Building and Economic Development, provided a presentation on behalf of Andrew McNeil, Manager, Official Plan and Growth Management, and Tristan Costa, Planner, Planning, Building and Economic Development, entitled "Brampton Plan". Mr. Balram encouraged Committee members to review the discussion papers available on the City's website.

Committee discussion on this matter included the following:

- Region of Peel Planning and Growth Management Committee meeting on June 17, 2021 and potential impact of these discussions on land use planning in Brampton, including settlement expansion areas and intensification planning
  - Mr. Anand provided information to Committee on this matter, noting that all Regional municipalities are undergoing an Official Plan review, and work collaboratively so as not to unduly impact the other. In addition, Mr. Anand outlined the opportunity for the public to participate in these processes.
- Suggestion that infographics related to infrastructure include elements other than roads

The following motion was considered.

#### **EAC020-2021**

That the presentation by Anand Balram, Policy Planner, Planning, Building and Economic Development, on behalf of Andrew McNeil, Manager, Official Plan and Growth Management, and Tristan Costa, Planner, to the Environment Advisory Committee Meeting of June 8, 2021, re: **Brampton Plan Update**, be received.

Carried

## **6. Reports/Updates**

- 6.1 Verbal Update from Stavroula Kassaris, Environmental Planner, Public Works and Engineering, re: Clarification of GHG Reduction Targets in the Updated Brampton Grow Green Environmental Master Plan

Stavroula Kassaris, Environmental Planner, Public Works and Engineering, provided clarification regarding the GHG reduction targets outlined in the Brampton Grow Green Environmental Master Plan (EMP). She advised that GHG reduction targets were changed from "per capita" to "absolute" in the

updated EMP, and the wording in the plan has been corrected to reflect this change.

Committee discussion took place regarding the purpose for revising the GHG reduction targets from "per capita" to "absolute", and the possibility of presenting both values. Staff advised that use of absolute reduction targets is deemed to be a best practice.

The following motion was considered.

**EAC021-2021**

That the verbal update from Stavroula Kassaris, Environmental Planner, Public Works and Engineering, to the Environment Advisory Committee Meeting of June 8, 2021, re: **Clarification of GHG Reduction Targets in the Updated Brampton Grow Green Environmental Master Plan**, be received.

Carried

6.2 Verbal Update from Michael Hoy, Supervisor, Environmental Planning, Public Works and Engineering, re: Centre for Community Energy Transformation

Michael Hoy, Supervisor, Environmental Planning, Public Works and Engineering, provided an update on the Centre for Community Energy Transformation. He advised that David Laing, Committee member, is chair of the task force and provided information on task force meetings, efforts to establish the non-profit organization and future recommendations to Council regarding a funding strategy, governance model and communications program. Mr. Hoy added that meetings are open to the public to attend and further updates will be provided at future committee meetings.

The following motion was considered.

**EAC022-2021**

That the verbal update from Michael Hoy, Supervisor, Environmental Planning, Public Works and Engineering, to the Environment Advisory Committee Meeting of June 8, 2021, re: **Centre for Community Energy Transformation**, be received.

Carried

6.3 Verbal Update from Zoe Milligan, Environmental Project Specialist, Public Works and Engineering, re: Bee City Designation and Pollinator Week

Zoe Milligan, Environmental Project Specialist, Public Works and Engineering, advised Committee that the City of Brampton was successful in receiving the Bee City Designation, and provided information on Pollinator Week activities taking place from June 21 to 27, 2021, in consideration of COVID-19 restrictions. Ms. Milligan advised that further details are available on the City's website.

The following motion was considered.

**EAC023-2021**

That the verbal update from Zoe Milligan, Environmental Project Specialist, Public Works and Engineering, to the Environment Advisory Committee Meeting of June 8, 2021, re: **Bee City Designation and Pollinator Week**, be received.

Carried

**7. Sub-Committees**

7.1 Verbal Update from David Laing, Committee Member, re: Brampton Grow Green Network Sub-committee and Status of the Brampton Environmental Alliance

David Laing, Committee Member, provided the following updates regarding the Brampton Grow Green Network (GGN) Sub-committee and status of the Brampton Environmental Alliance (BEA):

- BEA received letters patent from the Government of Ontario and is now an official not-for-profit organization
- Development of operating procedures is underway
- Next meeting is scheduled to take place on June 23, 2021 at 6:00 p.m., and Committee members were encouraged to attend
- BEA directorship opportunities and positions are available for anyone interested in participating
- Information was provided on Committee member participation on the BEA
- BEA's first Annual General Meeting is scheduled to take place on December 3, 2021

The following motion was considered.

## **EAC024-2021**

That the verbal update from David Laing, Committee Member, to the Environment Advisory Committee Meeting of June 8, 2021, re: **Brampton Grow Green Network Sub-committee and Status of the Brampton Environmental Alliance**, be received.

Carried

### **8. Other New/Business**

Nil

### **9. Correspondence**

Nil

### **10. Question Period**

Nil

### **11. Public Question Period**

Nil

### **12. Adjournment**

The following motion was considered.

## **EAC025-2021**

That the Environment Advisory Committee do now adjourn to meet again on Tuesday, August 10, 2021 at 6:00 p.m. or at the call of the Chair.

Carried

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Preethi Anbalagan – Co-Chair

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Akeem Gardner – Co-Chair

**Date:** 2021-08-04

**Subject:** **Natural Heritage and Stormwater Survey**

**Contact:** Jessica Yadav, Environmental Planning Student, Public Works and Engineering, jessica.yadav@brampton.ca

**Report Number:** Public Works & Engineering-2021-899

**Recommendations:**

1. That the presentation from Jessica Yadav, Environmental Planning Student, Public Works and Engineering, to the Environment Advisory Committee of August 10, 2021 re: **Natural Heritage and Stormwater Survey** be received.

# Natural Heritage & Stormwater Survey

Jessica Yadav, Environmental Planning  
August 10, 2021



# NATURAL HERITAGE SYSTEM COMMUNICATION PLAN



- Brampton's Natural Heritage System (NHS) is a network of conservation lands and waters, including woodlands, valleys, wetlands, lakes, rivers, streams, ponds, and meadows.
- The Communication Plan outlines objectives, target audiences and tactics to support awareness, engagement, and stewardship of Brampton's natural legacy.
- The COVID-19 pandemic has made it increasingly important for people to connect with and protect nature.
- **The Natural Heritage and Stormwater Survey was an action identified in the Communication Plan.**



# SURVEY OBJECTIVES



## **To measure how informed residents are of the NHS**

What does the term “natural heritage” mean to you?

How have you learned about the NHS in the past?

How do you want to learn about the NHS in the future?



## **To measure how residents relate and engage with the NHS**

Where do you most frequently go to engage with nature?

Why do you visit these locations?

What do you typically do when you are there?

What barriers do you face that stop you from visiting the NHS?



## **To determine residents’ priorities on the NHS**

What is important to you when it comes to protecting, maintaining, and enhancing the NHS?

# HOW CAN BEAC HELP?

**Representatives needed at the Farmer's Market and Bikes in Brampton roadshow to:**

- Hand out postcard slips with QR code and link to survey, provided by City
- Encourage people to fill out the survey (blurb about survey provided by City)
- Answer any questions people may have



# HOW CAN BEAC HELP?

## **Representatives needed at the Farmer's Market** (x2 volunteers for each date)

- Saturday, August 21<sup>st</sup>

### **Farmers Market shifts:**

- Saturday, September 18<sup>th</sup>

7am – 10am

10am – 1pm

- Saturday, October 9<sup>th</sup>

## **Representatives needed at Bikes in Brampton roadshow** (x1 volunteer for each date)

- Sunday, September 5<sup>th</sup> – Chris Gibson Park

### **Bikes in Brampton shifts:**

- Sunday, September 19<sup>th</sup> – Chinguacousy Park

3pm – 6pm

- Sunday, September 26<sup>th</sup> – Knightsbridge Park

# HOW CAN BEAC HELP?

To sign up for a volunteering slot by Friday, August 13<sup>th</sup>, please contact:

Jessica Yadav  
Environmental Planning Student  
jessica.yadav@brampton.ca

*Please remember to include the date and location that you would like to sign up for in your email.*

# Thank you!

Questions or comments?



**Date:** 2021-08-04

**Subject:** **Grow Green Awards**

**Contact:** Kristina Dokoska, Environmental Planner, Public Works & Engineering, kristina.dokoska@brampton.ca

**Report Number:** Public Works & Engineering-2021-898

**Recommendations:**

1. That the presentation from Kristina Dokoska, Environmental Planner, Public Works and Engineering, to the Environment Advisory Committee of August 10, 2021 re: **Grow Green Awards** be received.

An aerial photograph of a vast forest with trees in various shades of green, yellow, and orange, indicating autumn. In the far distance, a city skyline is visible under a bright, hazy sky. A dark blue semi-transparent banner is overlaid across the middle of the image, containing the title and subtitle in white text.

# Grow Green Awards

Presentation to BEAC

An aerial photograph of a city landscape. In the foreground, a large, calm pond reflects the sky and surrounding trees. A winding path runs along the right side of the pond, with several people walking on it. The background shows a dense residential area with many houses and trees, some of which are in autumn colors. The overall scene is peaceful and scenic.

# Purpose

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*"To recognize individuals, businesses and organizations that have demonstrated environmental leadership and have significantly contributed towards the Grow Green Vision to conserve, enhance, and balance our natural and built environments to create a healthy, sustainable, and resilient city."*

# Common Municipal Award Categories

Award	Description
Environmental Legacy Award	Individual who has made a substantial contribution to green/environmental issues over many years, typically after many years of activity and measurable improvements
Individual/Volunteer Award	Recognizing outstanding achievement by an individual in sustainability/environmental protection/outreach/climate change, etc.
Business/Organization Award	Recognizing outstanding achievement by a business/organization in sustainability/environmental protection/outreach/climate change, etc.
Youth Award	Recognizing outstanding achievement by youth in sustainability/environmental protection/outreach/climate change, etc.

# Brampton's Environmental Awards



# Award Categories and Criteria

Award	Categories	Criteria
<b>1. Environmental Legacy Award</b>	Environmental stewardship, climate change, sustainability, outreach and awareness	<ul style="list-style-type: none"> <li>Have demonstrated continuous environmental action and/or awareness in the City for a minimum of 5 years and in at least 3 different categories.</li> <li>Have significantly contributed to the advancement of environmental preservation, climate change action and/or sustainability within the City of Brampton.</li> </ul>
<b>2. Climate Change Award</b>	<p><u>Mitigation</u> (e.g., GHG reduction, energy efficiency, active transportation)</p> <p><u>Adaptation</u> (e.g., green infrastructure, flood reduction, UHI, emergency mgmt.)</p>	<ul style="list-style-type: none"> <li>Individuals that have contributed to the advancement of CEERP goals and/or climate adaptation initiatives (e.g., retrofitting, active transportation, flood-proofing, green infrastructure, etc.)</li> </ul>
<b>3. Environmental Stewardship Award</b>	Environmental preservation and enhancement (e.g., improving tree canopy, natural heritage restoration)	<ul style="list-style-type: none"> <li>Individuals/volunteers involved in the preservation and enhancement of natural systems (e.g., natural heritage, urban tree canopy, biodiversity, outreach and education, etc.) in the city</li> </ul>
<b>4. Sustainable Communities Award</b>	Environmental sustainability (e.g., environmental preservation and protection, climate change mitigation and adaptation, greening communities, green businesses, active transportation and outreach and awareness etc.)	<ul style="list-style-type: none"> <li>Open to businesses, institutions, and organizations</li> </ul>
<b>5. Youth Award</b>	Climate change mitigation, adaptation, environmental preservation and enhancement, sustainability, outreach and awareness	<ul style="list-style-type: none"> <li>Youth/Youth Groups that include individuals up to (and including) age 25.</li> </ul>
<b>6. Staff Award</b>	Environmental stewardship, climate change, sustainability, outreach and awareness	<ul style="list-style-type: none"> <li>City staff that have contributed to the advancement of environmental preservation, climate change action, and/or sustainability within the City</li> </ul>

# Grow Green Awards Selection Panel

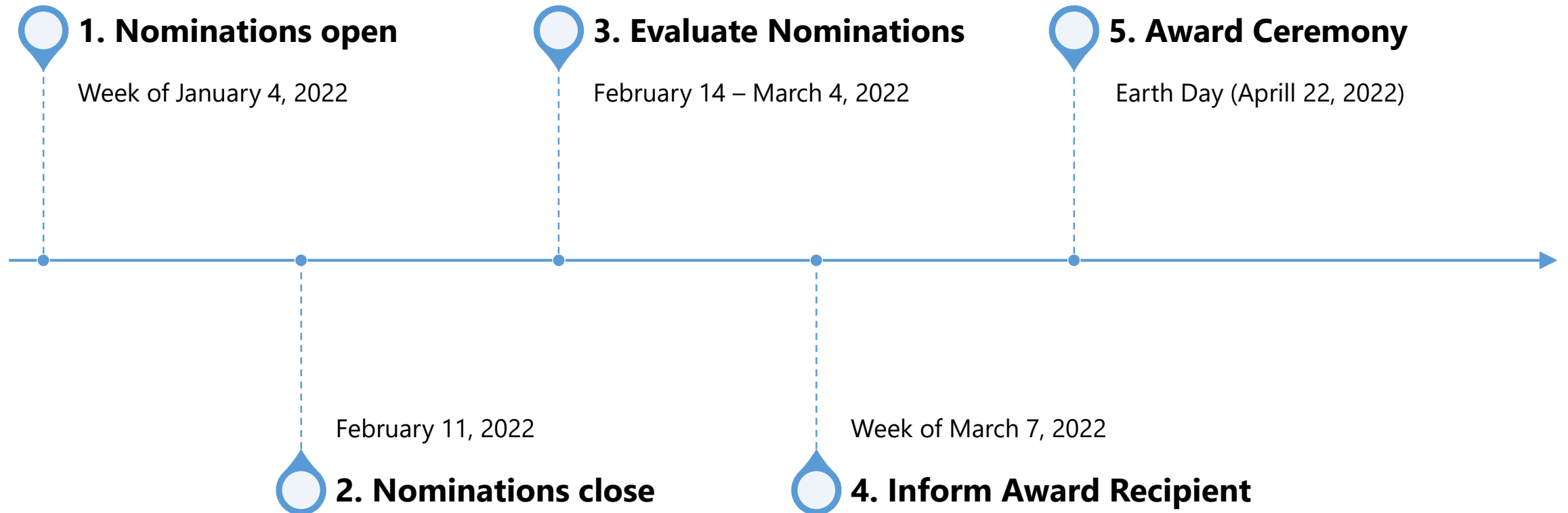
## **1. BEAC Subcommittee**

- Responsible for planning 'Grow Green Awards and Celebration' events
- Organize and gather nominations

## **2. Env. staff representative(s)** (i.e., Zoe, Kristina)

- Support BEAC as needed
- Participate in voting process

# Grow Green Awards Timeline





# How can BEAC help?

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Provide feedback to Environmental Planning staff by **August 27<sup>th</sup>**

- Send feedback to Kristina  
[kristina.dokoska@brampton.ca](mailto:kristina.dokoska@brampton.ca)

Other considerations:

- What types of awards would you like to see handed out to recipients?



# Thank You!

## **Environment Advisory Committee**

- Composition:** At least twelve and up to fifteen (12-15) members, one (1) of which will be a Member of City Council and twelve to fourteen (12-14) citizens that are representatives of Brampton's community
- Term of Office:** Concurrent with the term of Council, ending November 30, 2022, or until successors are appointed
- Established by:** Council Resolution
- Meetings:** Every other month, or at the call of the Chair
- Reports to:** Committee of Council
- Supported by:** City Clerk's Office (meeting management) and Environment and Engineering Services Division (subject matter expertise)

### **Purpose of Committee**

The Committee will assist, educate, and engage the community to advance the goals and actions of the City's *Grow Green* Environmental Master Plan (EMP). The Committee will advise City Council on environmental planning policy and sustainability matters to promote the protection, enhancement, and management of the City's natural and built environment.

### **Committee Responsibilities**

The Committee will act as the City's liaison/forum on environmental issues. The Committee will collaborate with other internal and external advisory committees and environmental partners and agencies to achieve the City's environmental mandate and goals.

The Committee will be primarily responsible for the following, in consultation with City staff:

- i. Identifying opportunities for community engagement;
- ii. Reviewing and distributing communication materials to educate residents, businesses, institutions, and community groups on environment sustainability;
- iii. Coordinating and hosting community events; and
- iv. Preparing annual reports to Council.

The secondary responsibility of the Committee is assisting and advising Council on:

- i. Matters related to environmental policy and programs;
- ii. Management practices of the City's facilities, infrastructure, and lands; and
- iii. Research conducted into environmental and sustainability practices to improve the information available to the City and City Council.

### **Committee Scope of Work**

The primary scope of work for the Committee is to undertake the following, in consultation with City staff:

- i. Identify, coordinate, and implement community outreach and engagement activities that raise environmental awareness;
- ii. Coordinate and host environmental sustainability events; and
- iii. Build and maintain meaningful and effective relationships with community organizations;
- iv. Attend and represent the City of Brampton at meetings and events to promote environmental awareness and educate the community.

The secondary scope of work for the Committee is to undertake the following, in consultation with City staff:

- i. Provide input into policy and programs at the request of Council and City staff;
- ii. Conduct research to help inform environmental programs, outreach campaigns, by-laws, etc. that support the Grow Green Environmental Master Plan;
- iii. Participate in strategic planning policy studies that relate to environmental sustainability; and
- iv. Present to Council regarding environmental matters.

Note: It is not intended that the Committee participate in the technical review of or comment on individual development proposals or infrastructure projects. These functions are undertaken by technical staff of the relevant approval and commenting authorities including City of Brampton, Region of Peel, Conservation Authorities, and Provincial Ministries.

### **Member Responsibilities**

Committee members will be responsible for:

- i. Being adaptable to meet the changing needs of the portfolio;
- ii. Preparing for meetings by reading agendas, minutes, reports and other documentation required to actively participate and contribute in them;
- iii. Making inquiries when clarification or more information is needed;

- iv. Maintaining an understanding of environmental issues and trends in Brampton;
- v. Identifying opportunities to maximize public outreach and engagement;
- vi. Keeping an open line of contact with the Committee throughout the year and contribute thoughts, ideas, and feedback as they arise;
- vii. Working collaboratively with all Committee members to ensure successful outcomes at all events;
- viii. Sitting on at least one (1) Subcommittee;
- ix. Being involved in Committee activities for approximately ten (10) hours per month, which may include evenings and weekends;
- x. Attending at least three (3) events within the City per year, which may occur during evenings and weekends; and
- xi. Upholding the City's Code of Conduct.

### **Member Qualifications**

Members shall possess:

- i. An understanding of environmental sustainability issues in Brampton;
- ii. A demonstrated commitment to improve environmental sustainability in Brampton;
- iii. An active participation in the coordination and/or delivery of outreach initiatives;
- iv. Relationships with community organizations;
- v. Proven organizational skills;
- vi. Broad volunteer experience; and
- vii. Ability to be involved in activities and events during evenings or weekends.

### **Meetings**

As a committee of Council, meetings will be held in accordance with the City's Procedural By-Law.

The Committee shall meet a minimum six (6) times per year, pending the development of Subcommittees.

The Committee shall be led by Co-Chairs selected annually, with the intention to provide members with organizational experience and leadership skills.

### **Standing Subcommittees**

The Committee will establish the following standing Subcommittees:

- i. Engagement Subcommittee; and
- ii. Events Subcommittee.

The Committee shall prepare Terms of Reference for the standing Subcommittees. A standing Subcommittee must include at least two (2) Committee members and may include volunteers who are not on the Committee.

Members of the standing Subcommittee will elect a Subcommittee Chair or Co-Chairs in accordance with the City's Procedural By-Law.

The standing Subcommittees will hold meetings in accordance with the City's Procedural By-Law, and record minutes that will be submitted to the Committee.

### **Ad Hoc Subcommittees**

The Committee may establish ad hoc Subcommittees for specific purposes and tasks related to strategic environmental planning or sustainability initiatives.

An ad hoc Subcommittee must include at least two (2) Committee members and may include volunteers who are not on the Committee.

The ad hoc Subcommittees will hold meetings in accordance with the City's Procedural By-Law, and record minutes that will be submitted to the Committee.

The Ad Hoc Subcommittee will be dissolved upon completion of its identified task.

### **Support Services to the Committee**

The Director of Environment and Development Engineering or designate shall serve as staff liaison to the Committee. The liaison shall provide administrative and technical support to the Committee.

City Council will provide a budget to cover the operational expenses of the Committee, which will be administered by the Environment and Development Engineering Division.

The City Clerk's Office will provide meeting management support.

### **Work Plans and Reports**

At the beginning of each Term of Council, the Committee members will prepare a Term of Council Implementation Plan for Council approval.

The Committee members shall prepare an annual Work Plan within the context of the Term of Council Implementation Plan. The annual Work Plan will include an estimate of the resources necessary to undertake initiatives and actions that will help achieve it. Environment and Development Engineering Services will review the Work Plan to determine opportunities to coordinate with other environmental initiatives in the City, and to avoid duplication of municipal and volunteer resources. The annual Work Plan will be approved by Council.

The Committee will prepare an annual summary of activities completed in the previous year and submit to City staff for review.