



### **3.0 BACKGROUND:**

In the Spring of 1999, a Halton Public Sector Smog Response Committee was formed (later renamed the Halton Partners for Clean Air), comprising 12 Public Sector organizations with representation from each of the following: Halton Region, the area municipalities, the Hydro Utilities, the local School Boards, and Conservation Halton. The Committee was formed to identify joint action plans that might be undertaken to address the growing concern regarding the health and environmental impact of smog. The result of the Committee's initial deliberations was a "Halton Public Sector Smog Response Plan," which has been endorsed by all the partners. Since 1999, the partners have made dedicated efforts to implement activities in order to reduce emissions during smog advisory days.

The purpose of the *Halton Partners for Clean Air* is to work with its member organizations and the Halton community to improve air quality and reduce the impact of air pollution on personal health and the environment. In the *Halton Region Strategic Plan 2001 – 2003*, a number of goals are identified relevant to the purpose and goals of the Partnership, such as: protecting the environment and reducing smog; working with partners to improve and protect Halton's natural environment; and expanding the Halton Clean Air partnership.

The City of Burlington continues to make commitments to address air quality issues as supported in the following:

Future Focus V (under Environmental Leadership -Item 2.1k)

- That the City "continue to develop and participate in the Smog Response Plan with the Region of Halton and other partners."

Strategic Plan 2001-2003 (under Environmental Protection – Item 2)

- That "growth and redevelopment activities will be carefully managed, when possible to preserve, restore, and enhance the quality of the City's air, land, water, and natural assets."
- That "the environmental quality of air, land, and water in Burlington will be enhanced in keeping with the goals of the State of the Environment Report."
- That the City "participate in programs with municipal partners designed to improve air, land, and water quality."

2003 Smog Summit

- The City of Burlington signed the Intergovernmental Declaration on Clean Air. [http://www.city.toronto.on.ca/cleanairpartnership/pdf/declaration\\_2003.pdf](http://www.city.toronto.on.ca/cleanairpartnership/pdf/declaration_2003.pdf)

### **4.0 DISCUSSION:**

Over the course of the last four years, the *Halton Partners for Clean Air* has been taking a number of actions to address the growing concern regarding the health and environmental impacts of smog.

Some of these activities include:

- Promoting public awareness of the impact of smog, through brochures, website, displays, and community events;
- Participation in the annual Clean Air Picnic and Halton Eco-Festival;
- Working with all members of the partnership to support community education initiatives regarding clean air;
- Participation in the Active and Safe Routes to School Program (and International Walk to School Day);
- Implementing activities to reduce emissions during poor air quality periods for all members of the Halton Partners;
- On-going participation in the 20/20 Program (Initiated by the City of Toronto Health Department) – a social marketing campaign designed to encourage the public to reduce its Vehicle Kilometres Travelled by 20% and its home energy use by 20%;
- Promoting new technology for cleaner/fuel efficient vehicles, including investigation of alternative fuels (biodiesel and ethanol-gasoline blends);
- Advocating for public transit, as a smog reduction strategy;
- As members of the Partnership, the Region of Halton, and the City of Burlington implemented local anti-idling awareness campaigns. The Region has also implemented an internal staff policy to limit idling time for vehicles;
- Participating in the GTA Clean Air Council, an inter-governmental working group with a mission to help reduce smog across the GTA;

### **Partnership Expansion**

In addition to the above activities, the Partnership underwent a visioning exercise in April 2003, to review the partners' activities and set priorities on future directions. This activity identified that, in order for the partnership to continue its influence, leadership needed to be broadened beyond the public sector. As a result, the committee has been working on a strategy to expand its mandate to include roles for industry and community/consumer groups. This strategy also includes roles for the Ministry of Environment and the Ministry of Natural Resources.

At its meeting on September 9, 2003, the partnership agreed to expand its mandate. The new structure is to be composed of 24 official representatives, plus 2 advisory roles representing the disciplines of both human health and environmental health. The purpose of the expert advisors is to provide relevant health and environmental expertise to the committee when required and upon request. The *Halton Partners for Clean Air* will, in 2004, consist of a Steering Committee and three subcommittees representing: the Public Sector, the Private Sector, and the Community Sector. Refer to Appendix 1 for the committee's Terms of Reference.

Staff will represent the City of Burlington on the Public Sector and Community Sector sub-committees as well as on the Steering Committee. The Public Sector sub-committee will continue to focus on operational issues for the public sector partners, such as staff education on how to reduce their impact on air quality through a variety of measures like idling control. The Community Sector sub-committee will focus on increasing air quality awareness within the community and how members of the community can continue to make a difference.

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It is anticipated that Environment Staff will continue to represent the City on Halton Partners for Clean Air with assistance from operational staff from Roads and Parks Maintenance on the Public Sector sub-committee. As well, a representative from the Burlington Sustainable Development Committee will be invited to sit on the Community sub-committee.

**5.0 FINANCIAL MATTERS:**

There are no financial implications for the City in 2004 associated with the restructured *Halton Partners for Clean Air*.

**6.0 ENVIRONMENTAL MATTERS:**

Please refer to sections 3.0 and 4.0

**7.0 COMMUNICATION MATTERS:**

City staff will continue to provide representation and support on the partnership as they have in the past. Staff will continue to consult with Corporate Communications to promote the work carried out by the Halton Partners for Clean Air.

**8.0 CONCLUSION:**

The City's role in local air quality issues is one that continues to evolve. Expanding the *Halton Partners for Clean Air* is part of a larger framework that places a high priority on improving air quality in the Halton community.

Respectfully submitted,

Lynn Robichaud  
Senior Environmental Coordinator

Fleur Storage-Hogan  
Environmental Projects Support Technician

**Appendices:**

Appendix A: Halton Partners for Clean Air Terms of Reference
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**Staff / Others Consulted:**

Name	Telephone
Burlington Air Quality Initiatives Committee Burlington Environmental Management Team Peter Willmott Beckie Jas	

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**Notifications:**

Name	Mailing or E-mail Address
Beckie Jas	<a href="mailto:jasb@region.halton.on.ca">jasb@region.halton.on.ca</a>
Peter Willmott	<a href="mailto:willmott@region.halton.on.ca">willmott@region.halton.on.ca</a>

**Special Instructions:**

Regular Agenda
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## HALTON PARTNERS FOR CLEAN AIR

### TERMS OF REFERENCE

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#### 1.0 Purpose

The purpose of the *Halton Partners for Clean Air* is to work with the Halton community to improve air quality and reduce the impact of air pollution on personal health and the environment.

#### 2.0 Goals

- 2.1 To encourage government (at all levels) and non-governmental organizations, businesses, and citizens to make air quality a high priority in their plans, operations, and policies in order to effect change.
- 2.2 To promote action at all levels of government, with a particular focus on activities that are local and regional in scope.

#### 3.0 Objectives

- 3.1 To reduce the public sector's contribution to local air pollution.
- 3.2 To encourage the private sector to reduce its contribution to local air pollution and adopt measures to improve local air quality.
- 3.3 To encourage and motivate local residents to take personal action to reduce their contribution to air pollution.
- 3.4 To increase public awareness in Halton Region and educate residents about local air quality issues.
- 3.5 To assist decision makers in the development of policies to decrease the adverse impact of air pollution in Halton Region.
- 3.6 To build a membership base that includes the public sector, the private sector, and members of the community.

#### 4.0 Strategies

- 4.1 **Networking:** the *Halton Partners for Clean Air* shall provide a forum, via regular meetings and other communications, for members to share information and ideas relevant to its Purpose and Goals.

- 4.2 **Advocacy:** the *Halton Partners for Clean Air* shall promote policies that have the potential to improve air quality. Advocacy efforts will be directed towards the public sector (i.e. government) and private sector (i.e. industry) as well as the general public.
- 4.3 **Public Education:** the *Halton Partners for Clean Air* will raise public awareness about air quality issues through a variety of media, direct communications, and through participation in related/appropriate local events.
- 4.4 **Liaison:** the *Halton Partners for Clean Air* shall seek membership and active involvement from the public sector, private sector, and members of the local community who share an interest in improving air quality and/or protecting citizens from the adverse effects of air pollution.

## 5.0 Background/Context

- 5.1 In the Spring of 1999, a Halton Public Sector Smog Response Committee was formed, comprised of representatives from Halton Region, the area municipalities, the Hydro Utilities, the local School Boards and Conservation Halton. The Committee was formed to identify joint action plans that might be undertaken to address the growing concern regarding the health and environmental impact of smog. The result of the Committee's discussions was a "Halton Public Sector Smog Response Plan", which has been endorsed by all the partners.
- 5.2 In the *Halton Region Strategic Plan 2001 – 2003*, a number of goals are identified relevant to the purpose and goals of the Partnership, such as:
- To protect the environment;
  - To work with partners to improve and protect Halton's natural environment;
  - To reduce smog in Halton;
  - To expand the *Halton Partners for Clean Air* partnership.
- 5.3 In the Spring of 2003, the Partnership underwent a visioning exercise to review the committee's activities and set priorities on future directions. In order for the partners to continue its influence, it was identified that leadership needed to be broadened beyond the public sector. Thus, expanding membership to include advisory roles, Ministry roles, industry roles, and community/consumer roles.

## 6.0 Membership

- 6.1 **Public Sector:** current membership is a consortium of the following 12 public sector organizations:
- Burlington Hydro
  - Halton Hills Hydro
  - Milton Hydro
  - Oakville Hydro

- City of Burlington
  - Town of Halton Hills
  - Town of Milton
  - Town of Oakville
  - Halton Catholic District School Board
  - Halton District School Board
  - Regional Municipality of Halton
  - Conservation Halton
- 6.2 **Private Sector:** proposed membership to include 6 private sector industry groups, with at least one official representative from the following:
- Burlington Industry (To Be Determined)
  - Burlington Industry (TBD)
  - Halton Hills Industry (TBD)
  - Milton Industry (TBD)
  - Oakville Industry (TBD)
  - Oakville Industry (TBD)
- 6.3 **Community Sector:** proposed membership to include 5 community member/consumer groups, with at least one official representative from the following:
- Advertised Position (Milton)
  - Advertised Position (Oakville)
  - Burlington Sustainable Development Committee (BSDC/Burlington)
  - Ecological & Environmental Advisory Committee (EEAC/Halton Region)
  - Town Environmental Advisory Committee (TEAC/Halton Hills)
- 6.4 **Provincial Ministry Roles:** proposed membership to include 2 provincial Ministries, with at least one official representative from the following:
- Ontario Ministry of the Environment (M.O.E.)
  - Ontario Ministry of Natural Resources (M.N.R.)
- 6.5 **Advisors:** proposed membership to include 2 experts, representing each of the following disciplines:
- Environment Advisor
  - Human Health Advisor

## 7.0 Structure

- 7.1 The Committee shall be composed of 24 official representatives, plus 2 advisory roles. The structure shall be as follows:

### 7.2 Steering Committee

*Chairman:* Current – Director, Health Protection, Halton Region Health Department

*Purpose:* To keep the group apprised on partner activities; to host guest speakers on topics of interest to the group; and

create a networking and information-sharing opportunity for members.

*Mtg Frequency:* Minimum of twice yearly (semi-annually).  
*Representation:* (at least) ONE member from EACH participating partner.  
*Total Members:* 24 (incl. proposed new members)

### 7.3 Public Sector (Subcommittee)

*Chair:* To be determined.

*Purpose:* To keep the Smog Response Plan current, and to determine/identify additional strategies and improvements to be made from a municipal/operations perspective, including the exploration of best practices/success stories and policy development (e.g. anti-idling).

*Mtg Frequency:* To be determined.

*Representation:* Area Municipalities - representing operations contacts from City of Burlington, Town of Halton Hills, Town of Milton, Town of Oakville, Halton Region (5)  
Conservation Halton (1)  
Ministry of the Environment (1)  
Ministry of Natural Resources (1)

*Total Members:* 8

### 7.4 Private Sector (Subcommittee)

*Chair:* To be determined.

*Purpose:* To explore strategies and improvements to be made from an industry/private perspective, including the exploration of best practices/success stories and policy development.

To share information on upcoming open houses, energy projects, and cost saving measures.

*Mtg Frequency:* To be determined.

*Representation:* Hydro Utilities – Burlington Hydro, Halton Hills Hydro, Milton Hydro, Oakville Hydro (4)

Industry Representatives – Burlington (2),  
Halton Hills (1), Milton (1), Oakville (2)

*Total Members:* 10

### 7.5 Community Sector (Subcommittee)

*Chair:* To be determined.

*Purpose:* To raise community awareness via public education, including support of local events and partnership promotion. Project activities can/may include: transportation issues, active transportation (Active and Safe Routes to School & Kids on the Move programs), vehicle anti-idling, child health, and indoor air quality issues.

*Mtg Frequency:* To be determined.

*Representation:* Area Municipalities – Halton Region, City of Burlington, Town of Oakville, Town of Milton, Town of Halton Hills (5). These representatives can be different from operations contacts identified in the Public Sector subcommittee.  
Both Halton School Boards (2)  
Conservation Halton (1)  
Citizen/Consumer Groups – Advertised Positions (2) for Milton & Oakville, BSDC (1), EEAC (1), and TEAC (1)

*Total Members:* 13

#### 7.6 **Environment Advisor**

*Purpose:* To provide relevant *environmental* expertise to the committee when required and upon request.

*Mtg Frequency:* When required. Optional attendance at Steering Committee.

*Representation:* Health Department exploring potential candidates.

*Total:* 1

#### 7.7 **Human Health Advisor**

*Purpose:* To provide relevant health expertise to the committee when required and upon request.

*Mtg Frequency:* When required. Optional attendance at Steering Committee.

*Representation:* Health Department exploring potential candidates.

*Total:* 1

### 8.0 **Authority and Decision Making**

Decisions are to be made by consensus, where a quorum of members is present. Quorum shall constitute at least half of the members, plus one. Each member/partner will represent one vote.

### 9.0 **Change of Representative (within organizations)**

9.1 When a representative leaves and/or changes positions within their organization, it is the responsibility of that representative to brief the (new) designate and communicate relevant information, including past meeting notes/meeting dates. Community representative(s), not belonging to any specific organization, are replaced as required through an advertised posting. Community representative(s) are to be selected by the Committee. *An orientation package will also be available and can be requested to assist in the transition.*

### 10.0 **Administration**

10.1 **Chairman:** the Chair of the Steering Committee shall be the *Director of Health Protection, Halton Region Health Department*, (1999 – Present), until otherwise decided by the Committee.

**10.2 Communications**

10.2.1 **Agendas & Minutes:** Steering Committee Agendas and Minutes shall be distributed by the *Environmental Health Specialist, Halton Region Health Department*. Subcommittee Agendas and Minutes to be distributed by the subcommittee chair (to be decided at the subcommittee level).

Agendas and Minutes to be circulated to the Steering Committee and all Subcommittees.

10.2.2 **Website:** *Halton Partners for Clean Air* shall have a site hosted on the Region of Halton's website, [www.region.halton.on.ca](http://www.region.halton.on.ca). Site to be maintained by the Halton Region Health Department.

**11.0 Conflict of Interest**

Any Committee member having a conflict of interest over any issue coming before the Committee must disclose his/her interest at the earliest opportunity. In the event that a member does not so declare, the Chairman or any other member may raise the question of the conflict of interest, following which the member in question must satisfy the Committee that the conflict of interest either does or does not exist, or the Chairman may so declare a conflict to exist. When a member has a conflict of interest with an issue or matter to be discussed that member shall not take part in the consideration or discussion of, or vote on any question with respect to the issue or attempt in any way to influence the voting on any such issue or matter.

Every disclosure of interest shall be recorded in the Minutes.

*Revised October 28, 2003*

*Approved November 10, 2003*

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