



**MINUTES OF PARTNERS IN PROJECT GREEN
EXECUTIVE MANAGEMENT COMMITTEE MEETING #4/15**

October 7, 2015.

The Partners in Project Green Executive Management Committee met at the Mississauga Living Arts Centre, 4141 Living Arts Dr, Mississauga.

Hillary Marshall called the meeting to order at 3:35 p.m.

PRESENT

Sean Brady	Advisory Member
Gordon Brown	Voting Member
Michelle Brown	Voting Member
Brad Chittick	Advisory Member
John Coyne	Co-Chair
Brian Denney	Voting Member
Chris Fonseca	Voting Member
Hillary Marshall	Co-Chair
Learie Miller	Advisory Member
Mike Puddister	Voting Member

STAFF

Alex Dumesle	TRCA
Chandra Sharma	TRCA

GUESTS

REGRETS

Mike Brandt	Voting Member
Bonnie Crombie	Voting Member
Jonathan Davies	Voting Member
Mike Layton	Voting Member
Doug Whillans	Voting Member

ACTION SUMMARY

Meeting	ACTION NUMBER	TOPIC	DESCRIPTION	OWNER	ECD	STATUS
4/13	#PPG A14 /13	Membership	Recruit or facilitate the recruitment of prospective PPG members, ambassadors, and eco-solution providers.	All	01-Mar-14	ONGOING
3/14	#PPG A10 /14	Membership	Congratulatory statement/letter to senior Pratt & Whitney executives.	Alex Dumesle	09-Jul-15	ON HOLD
3/14	#PPG A14 /14	Membership	Execute Regular Recruitment Strategy <ul style="list-style-type: none"> • Leverage Executive Management Committee contacts • Committee Members to include PPG involvement in their personal LinkedIn profiles • Committee Members to bring PPG summary slides to appropriate speaking opportunities Make use of gamification amongst PPG members and Committee Members 	Alex Dumesle	09-Apr-15	ONGOING
1/15	#PPG A3 /15	Membership	Facilitate introductions to Financial District Business & Industry Association.	Mike Layton	09-Apr-15	ONGOING
1/15	#PPG A4 /15	Membership	Task force to identify strategic recruitment targets and potential Committee Member support.	B. Denney, John C., H. Marshall	09-Apr-15	ONGOING
3/15	#PPG A8 /15	Strategy	Conduct survey to characterize the Leaside-Throncliffe employment area.	Alex Dumesle	30-Sep-15	ONGOING
4/15	#PPG A9 /15	Governance	Create opportunity for Executive Committee Members to present program achievements to the TRCA Board.	Alex Dumesle	30-Apr-16	ONGOING
4/15	#PPG A10 /15	Strategy	Revisit Partners in Project Green's advocacy mandate.	All	30-Apr-16	ONGOING
4/15	#PPG A11 /15	Waste Management	Present Materials Exchange program and platform at the next Executive Management Committee meeting.	Michelle Brown	09-Dec-15	ONGOING
4/15	#PPG A12 /15	Governance	Append Performance Committee reports to clearly highlight major committee achievements.	Alex Dumesle	09-Dec-15	ONGOING

RESOLUTION SUMMARY

Meeting	RES. NUMBER	TOPIC	MOTION	MOVED	SECONDED	STATUS
4/15	#PPG 7 /15	MINUTES OF MEETING	THAT the Minutes of Meeting #3/15, held on Jul. 9, 2015 be approved.	Michelle Brown	Brad Chittick	CARRIED by Consensus
4/15	#PPG 8 /15	2016-2018 COMMITTEE FORMING PROCESS	THAT the following 2016-2018 committee forming process be approved: <u>Executive Management Committee</u> 1. Revise terms of reference (Oct. 2015) 2. Approve Executive Management Committee term extension in principle (Oct. 2015) 3. Obtain TRCA board approval for terms of reference (Nov. 2015) 4. Work with Co-Chairs to fill Executive Committee vacancies (Nov. 2015 – Jan. 2016) <u>Performance Committees & Service Centres</u> 1. Approve dissolution of Performance Committees (Dec. 2015) 2. Work with Committee Chairs to reconstitute Performance Committees based on future program priorities (Dec. 2015) 3. Send out formal invitations and appointment requests (Dec. 2015 - Jan. 2016) 4. Convene new committees (Feb. 2016)	John Coyne	Chris Fonseca	CARRIED by Consensus
5/15	#PPG 9 /15	2016-2018 EXECUTIVE MANAGEMENT COMMITTEE TERM EXTENSION	THAT the Executive Management Committee two-year term extension be approved in principle as permitted in the 2013-2015 Terms of Reference, Section 3.4.	Brad Chittick	Hillary Marshall	CARRIED by Consensus

*See Supporting Materials below for more information.

SUPPORTING MATERIALS

Introduction**NEW COMMITTEE MEMBER**

The group welcomed Gordon Brown, AVP Distribution Centre Optimization as the new Canadian Tire representative on the Executive Management Committee.

RES. #PPG7/15**MINUTES OF MEETING**

To approve the previous meeting minutes.

THAT the Minutes of Meeting #3/15, held on Jul. 9, 2015 be approved.

CARRIED

RES. #PPG8/15**2016-2018 COMMITTEE FORMING PROCESS**

To approve the 2016-2018 governance committee forming process.

THAT the following 2016-2018 committee forming process be approved:

Executive Management Committee

1. Revise terms of reference (Oct. 2015)
2. Approve Executive Management Committee term extension in principle (Oct. 2015)
3. Obtain TRCA board approval for terms of reference (Nov. 2015)
4. Work with Co-Chairs to fill Executive Committee vacancies (Nov. 2015 – Jan. 2016)

Performance Committees & Service Centres

1. Approve dissolution of Performance Committees (Dec. 2015)
2. Work with Committee Chairs to reconstitute Performance Committees based on future program priorities (Dec. 2015)
3. Send out formal invitations and appointment requests (Dec. 2015 - Jan. 2016)
4. Convene new committees (Feb. 2016)

CARRIED

After two years of successful implementation of the new Partners in Project Green strategy, the 2013-2015 Terms of Reference require the TRCA board and Partners in Project Green Executive Management Committee to revisit the composition of Partners in Project Green committees in order to ensure that adequate governance is in place to effectively:

- Help realize Partners in Project Green's vision;
- Advise staff and contribute to the successful development and implementation of Partners in Project Green programs;
- Provide leadership in the Pearson Eco-Business Zone;
- Set program targets; and,
- Drive tangible results.

Committee Members acknowledged the effectiveness of the current governance structure and outstanding achievements of all committees over the past two years. It was also recognized that since new priorities and collective projects would be considered in the next two years, it was important to revisit the composition of all Performance and Service Centre Committees to cater for future needs. Performance Committee Chairs that were present signified that most members were willing to renew and were aware of the need for a change in committee composition. All Executive Committee Members indicated that they were comfortable with the steps and time frame proposed. Nevertheless, committee Chairs also stressed the importance of informing committee members regarding the approved process to maintain overall engagement in Partners in Project Green.

RES. #PPG9/15**2016-2018 EXECUTIVE MANAGEMENT COMMITTEE TERM EXTENSION**

To approve a new 2016-2018 term for Partners in Project Green's Executive Management Committee.

THAT the Executive Management Committee two-year term extension be approved in principle as permitted in the 2013-2015 Terms of Reference, Section 3.4.

CARRIED

To ensure continuity, and respecting the intent of section 3.4 in the *2013-2015 Terms of Reference: Partners in Project Green Executive Management Committee, Performance Committees, and Service Centres*, Committee Members agreed to renew the term of all Executive Management Committee Members in principle for another two years, pending individual Committee Member consent and approval from the TRCA Board.

For Input**2016-2018 TERMS OF REFERENCE**

Receive 2016-2018 governance committee terms of reference for input.

In order to further improve the effectiveness of current and future committees, minor changes were proposed to the existing *2013-2015 Terms of Reference: Partners in Project Green Executive Management Committee, Performance Committees, and Service Centres*. Notably to ensure:

- Greater in-person meeting attendance;
- Greater senior-level representation on committees;
- Clearer guidelines on how to manage delegation requests;
- Clearer expectations regarding collective project support; and,
- Clearer expectations regarding Partners in Project Green membership.

The suggested changes were well received, and minor edits were suggested for the submission of the Terms of Reference to the TRCA board. See attached [Item3_PPG_ToR\(2016-18\)_Draft_V01.pdf](#) for more information.

As part of the discussions, it was requested that:

- Staff create the opportunity for Executive Committee Members to present program achievements to the TRCA Board in the future. [PPG A9/15]
- The Executive Management Committee revisit Partners in Project Green's advocacy mandate and the role that certain Committee Members might be able to play in this capacity. [PPG A10/15]

For Information

Performance Committee Updates

Review Performance Committee progress and discuss challenges.

Progress presented by Performance Committee Chairs was well received. See attached [Item4_Performance_Committee_Report.pdf](#) for more information.

Highlights

- Surpassed critical membership milestone with **102 members**.
- Secured **\$35,000 in sponsorship** for Sustainability Duke Out (incl. \$20,000 presenting sponsorship from BMW)
- Received **\$24,150** from the Ministry of Transportation in support of electric vehicle network.
- Completed installation of 24 electric vehicle charging stations with Orlando Corporation at Heartland Town Centre in Mississauga.
- Carried out two successful ash tree recovery projects in partnership with the City of Markham (**100 trees**) and Richmond Hill (**500 trees**), with lumber donated to schools.
- Molson Coors received go ahead for **7,700 ft2 green roof** project in 2016.
- Dextran Products to proceed with waste water recovery project expected to offset **18 million litres** of water annually.

Challenges

- Catherine Leighton has joined the waste team to support the Materials Exchange program after a four month staffing gap. Michelle Brown and staff to Present Materials Exchange program and platform at the next Executive Management Committee meeting. [PPG A11/15]

TERMINATION

ON MOTION, the meeting terminated at 5:00 p.m., on October 7th, 2015.

Hillary Marshall

Co-Chair

John Coyne

Co-Chair

NEXT MEETING

December 9th, 2015

GTAA (3111 Convair Dr., Mississauga)
