

ATTACHMENT 2 - CORPORATE ENVIRONMENTAL ACTION PLAN 2021 TRACKING SHEET

Area	Item #	Actions	Initiatives from CEAP	Responsibility	Measures/ Key Performance Indicator (KPI)	Tasks (Target)	Timeline
WATER CONSERVATION Objective W1: Reduce town owned facility water consumption	1	Action 1: Reduce corporate water consumption (CWC)	To reduce corporate water consumption through increased efficiency techniques such as:: • Computer-automated irrigation systems; • Water-efficient landscaping; • Rainwater harvesting; and • Greywater collection and reuse	CMS -Facilities	CWC Facility Total	Develop annual CWC reduction targets.	Q1 2020
WATER CONSERVATION Objective W1: Reduce town owned facility water consumption	2	Action 1: Reduce corporate water consumption (CWC).	To reduce corporate water consumption through increased efficiency techniques such as:: • Computer-automated irrigation systems; • Water-efficient landscaping; • Rainwater harvesting; and • Greywater collection and reuse	OPS- Parks	CWC Parks Total	Add CWC to Progress Report	Q2 2020
WATER CONSERVATION Objective W1: Reduce town owned facility water consumption	3	Action 2: Implement a water loss reduction strategy	To implement a water loss reduction strategy, involving the installation of updated water meters to both residents and businesses and the relining of aged sanitary sewer incrementally each year.	OPS - Water	# of Water meters installed per year	Add KPI's to Progress Report	Ongoing
WATER CONSERVATION Objective W1: Reduce town owned facility water consumption	4	Action 2: Implement a water loss reduction strategy	To implement a water loss reduction strategy, involving the installation of updated water meters to both residents and businesses and the relining of aged sanitary sewer incrementally each year.	OPS - Water	Sanitary sewer Km relined per year	Add KPI's to Progress Report	Ongoing
WATER CONSERVATION Objective W2: To reduce the uncontrolled and inadequately controlled storm water areas with respect to both quality and quantity by following recommendations of the Town's Comprehensive Storm water Management Master Plan	5	Action 1: Investigate ways to enhance and optimize the functioning of the current storm water management facility inventory	• Reducing the amount of phosphorus entering Lake Simcoe via Tannery Creek and East Holland River; • Restoring a self-sustaining coldwater fishery, where possible; • Improving water quality to meet Town's, LSRCA, and Lake Simcoe Protection Plan requirements;	PDS – Engineering	# of storm water ponds enhanced & optimized from their current function	(1 to 2 ponds enhanced & optimized from their current function)	2023 Q4
WATER CONSERVATION Objective W2: To reduce the uncontrolled and inadequately controlled storm water areas with respect to both quality and quantity by following recommendations of the Town's Comprehensive Storm water Management Master Plan	6	Action 2: Improve storm water quality in all new road reconstruction projects.	To improve stormwater quality for all road reconstruction projects, where possible, by installing oil/grit separators or using Low Impact Development (LID's) to treat the road's stormwater runoff. • Implement the Stormwater Management (SWM) Rate Program • Develop a stormwater infrastructure maintenance program and facility monitoring and inspection program • Update SWM Design Standards • Develop low impact development (LID) design guidelines/ incentives • Apply LID techniques during construction/renovation of infrastructure and Town buildings	PDS – Engineering	Km's of road treated by oil grit separators or Low Impact Development controls	As opportunity arises as determined during design of road reconstruction projects	Ongoing Progress to be reported yearly in Q1

ATTACHMENT 2 - CORPORATE ENVIRONMENTAL ACTION PLAN 2021 TRACKING SHEET

Area	Item #	Actions	Initiatives from CEAP	Responsibility	Measures/ Key Performance Indicator (KPI)	Tasks (Target)	Timeline
WATER CONSERVATION Objective W2: To reduce the uncontrolled and inadequately controlled storm water areas with respect to both quality and quantity by following recommendations of the Town's Comprehensive Storm water Management Master Plan	7	Action 3: Encourage at source storm water management control measures on private property.	<ul style="list-style-type: none"> • By developing and implementing a marketing strategy to raise awareness within the community of how they can manage their storm water within their private properties and the positive impact this can have; and • By refining, updating or altering existing by-laws as required related to implementing source control measures on private property • Source control measures on private properties include rain barrels and rain gardens and on private site plans include green roofs, vegetated swales, rain gardens and permeable pavement. 	PDS – Planning / PDS – Engineering	# of source storm water management control measures on private property installed that the Town is aware of / year	Encourage residents to install private LIDs such as rain barrels during public engagement & design of road reconstruction projects	Ongoing Progress to be reported yearly in Q1
WATER CONSERVATION Objective W2: To reduce the uncontrolled and inadequately controlled storm water areas with respect to both quality and quantity by following recommendations of the Town's Comprehensive Storm water Management Master Plan	8	Action 4: Investigate new practices that may enhance pollution prevention	<ul style="list-style-type: none"> • Safer Alternative Products; • Materials Storage Controls; • Pool Drainage Controls; • Erosion and Sediment Control; • Cross Connection Control Program (ensuring sanitary services do not outlet to a storm drainage system); • Public Education; • Business Education and Awareness; • Yellow Fish Road Program, in cooperation with York Region; • Salt Management measures; and • Snow Disposal practices. 	PDS – Engineering	# of new practices implemented to enhance pollution prevention	(5 new practices to enhance pollution prevention by 2023	2023 Progress to be reported yearly in Q1
SUSTAINABLE URBAN DEVELOPMENT Objective S1: Foster a sustainable green development and alternate methods of transportation to improve the quality of life of Aurora's residents and Town staff.	9	Action 1: Promote Sustainable Transportation to Town staff	<p>Various Sustainable Transportation initiatives to reduce single occupancy vehicle use and maintain the smart commute gold designation such as:</p> <ul style="list-style-type: none"> • Creating and offering flexible work hours opportunity for staff • Creating and supporting a telecommuting policy • Designating carpooling parking spots at Town hall • Encouraging employees to actively transport themselves to work (cycle, walk) • Encourage staff utilization of the e-bike share program • Offer discounted transit passes for Town staff • *Increase bike parking at Town owned public facilities for both staff and residents; and • *Improve walking / cycling network including safer grade-separated routes and cycling signals <p>Continue to implement and promote the Active and Safe Routes to School Program: This program focuses on active transportation to increase physical activity of students to promote healthy, active travel to and from school in the Town of Aurora. Town staff in coordination with School Boards and York Region community and health services work with each school to develop a plan to reduce barriers to walking, reduce traffic congestion and increase walking and cycling safety skills.</p>	PDS – Engineering / CS – HR	Annual Smart Commute designation Award (Maintain Gold Standard)	Annual update on Progress Report Q1	Ongoing

ATTACHMENT 2 - CORPORATE ENVIRONMENTAL ACTION PLAN 2021 TRACKING SHEET

Area	Item #	Actions	Initiatives from CEAP	Responsibility	Measures/ Key Performance Indicator (KPI)	Tasks (Target)	Timeline
SUSTAINABLE URBAN DEVELOPMENT Objective S1: Foster a sustainable green development and alternate methods of transportation to improve the quality of life of Aurora's residents and Town staff.	10	Action 2: Implement Sustainable features in the construction or reconstruction of Town infrastructure including buildings, facilities and roads		CMS -Facilities / PDS – Engineering	# and types of sustainable features installed on construction projects	(1 sustainable feature per construction project, when feasible)	Ongoing, as construction projects arise.
SUSTAINABLE URBAN DEVELOPMENT Objective S1: Foster a sustainable green development and alternate methods of transportation to improve the quality of life of Aurora's residents and Town staff.	11	Action 3: Set up new areas for additional community gardens in Aurora.		OPS- Parks	# of community gardens	Continue to explore opportunities to add additional community gardens as appropriate	Ongoing
SUSTAINABLE URBAN DEVELOPMENT Objective S1: Foster a sustainable green development and alternate methods of transportation to improve the quality of life of Aurora's residents and Town staff.	12	Opportunity: Apply for green infrastructure grant funding.		FS - Finance	# of Town projects funded/year	(2 Town projects funded)	2023 Q2 Progress to be reported yearly in Q1
WASTE REDUCTION and DIVERSION Objective D1: Implement sustainable construction practices to reduce waste, incorporate sustainable design and reclaim or recycle materials.	13	Action 1: Implement sustainable construction and building practices for all Town infrastructure including buildings, facilities and roads	that considers 'Sustainable Sites Guidelines': . • Reuse/recycle existing materials and support sustainable production practices • Maximize the efficient use of aggregates through the recycling of recovered materials to minimize waste volumes and utilize non-aggregate supplements (e.g. shredded tires) to minimize demand for new aggregates. • Minimize effects of construction-related activities • Maintain the site for long-term sustainability • Utilize biodegradable and low impact green building cleaning products.	PDS – Engineering	# and types of sustainable construction practices implemented that will reduce waste	Development of best practices	2021 Q4
WASTE REDUCTION and DIVERSION Objective D1: Implement sustainable construction practices to reduce waste, incorporate sustainable design and reclaim or recycle materials.	14	Action 1: Implement sustainable construction and building practices for all Town infrastructure including buildings, facilities and roads	that considers 'Sustainable Sites Guidelines': . • Reuse/recycle existing materials and support sustainable production practices • Maximize the efficient use of aggregates through the recycling of recovered materials to minimize waste volumes and utilize non-aggregate supplements (e.g. shredded tires) to minimize demand for new aggregates. • Minimize effects of construction-related activities • Maintain the site for long-term sustainability • Utilize biodegradable and low impact green building cleaning products.	CMS -Facilities	# and types of sustainable construction practices implemented that will reduce waste	Implementation of best practices	As opportunity arises
WASTE REDUCTION and DIVERSION Objective D1: Implement sustainable construction practices to reduce waste, incorporate sustainable design and reclaim or recycle materials.	15	Action 1: Implement sustainable construction and building practices for all Town infrastructure including buildings, facilities and roads	that considers 'Sustainable Sites Guidelines': . • Reuse/recycle existing materials and support sustainable production practices • Maximize the efficient use of aggregates through the recycling of recovered materials to minimize waste volumes and utilize non-aggregate supplements (e.g. shredded tires) to minimize demand for new aggregates. • Minimize effects of construction-related activities • Maintain the site for long-term sustainability • Utilize biodegradable and low impact green building cleaning products.	OPS - Roads	# and types of sustainable construction practices implemented that will reduce waste	Update tender specifications to promote sustainable construction practices and waste reduction where feasible	2019 Q1 Progress to be reported yearly in Q1

ATTACHMENT 2 - CORPORATE ENVIRONMENTAL ACTION PLAN 2021 TRACKING SHEET

Area	Item #	Actions	Initiatives from CEAP	Responsibility	Measures/ Key Performance Indicator (KPI)	Tasks (Target)	Timeline
WASTE REDUCTION and DIVERSION Objective D1: Implement sustainable construction practices to reduce waste, incorporate sustainable design and reclaim or recycle materials.	16	Action 2: Develop a Green Procurement Policy for the Town of Aurora and its contractors.		FS - Procurement	Develop KPI as part of the Green Procurement Policy	Prepare a Green Procurement Policy for Council consideration	2020 Q1
WASTE REDUCTION and DIVERSION Objective D2: Reduce waste going to landfill disposal.	17	Action 1: Implement Waste Reduction Strategies.	<ul style="list-style-type: none"> • A bag tag system and enforce 3 bag maximum • A full recycling program with parks and open spaces • Increase the number of multi-residential buildings within the recycling and green bin program • Develop initiative to promote reduction and re-use with radio, e-advertising and newspaper • Develop a video campaign to increase awareness about the current blue box and waste programs • Amend the current by-law requiring residents to source separate recyclables and organic materials from the waste stream, including textiles, electronic waste, household hazardous waste-batteries • Capture baseline data of 3 stream diversion and complete business case of effectiveness • New Diversion options to be developed for public events • Implement fee for bulky waste items and appliances 	OPS- Solid Waste	% reduction of waste from facilities community/ year	Develop baseline to measure the opportunities to reduce waste from Town facilities/ year	2020 Q1 Progress to be reported yearly in Q1
BIODIVERSITY and NATURAL HERITAGE Objective B1: Enrich Aurora's ecology by protecting and preserving biodiversity.	18	Action 1: * Encourage ecological design in landscaping of parks and retrofit projects.	<ul style="list-style-type: none"> • Extending the area of natural grassland, wood edge and increasing the core areas of existing woodlands where possible • Implement options to naturalize parks and include landscaping for shade • Develop a maintenance protocol to improve survival of newly planted/restored areas 	OPS- Parks	Add 1 ecological design feature in new parks and park retrofits / year	Consideration of ecological design in all new park design and retrofits	Progress to be reported yearly in Q1
BIODIVERSITY and NATURAL HERITAGE Objective B1: Enrich Aurora's ecology by protecting and preserving biodiversity.	19	Action 2: Improve natural heritage significant wildlife habitat.	<ul style="list-style-type: none"> • Re-evaluate by-laws that address wildlife feeding 	OPS- Parks	List existing partnerships and note partnerships as they occur	Ongoing partnerships with schools, Arboretum, Adopt-aPark and bird box program	Ongoing Progress to be reported yearly in Q1
BIODIVERSITY and NATURAL HERITAGE Objective B1: Enrich Aurora's ecology by protecting and preserving biodiversity.	20	Action 3: Implement the Urban Forest Management Plan	<ul style="list-style-type: none"> • Promote Conservation authorities' tree planting programs to encourage planting trees on public and private property • Update standards and specifications for tree health, including soil 	OPS- Parks	Track the # of trees planted on Town property / year	Plant an average of 1000 trees or shrubs / year on Town property.	Progress to be reported yearly in Q1
BIODIVERSITY and NATURAL HERITAGE Objective B1: Enrich Aurora's ecology by protecting and preserving biodiversity.	21	Action 4: Implement the Invasive Species Act in partnership with York Region and the Province.	<ul style="list-style-type: none"> • Apply for grant funding to help annually reduce the spread of invasive plant species • Eradicate Noxious weeds within proximity to trails and actively used public areas to make them pedestrian friendly 	OPS- Parks	Complete 1 invasive species pilot project per year. Apply for 1 grants per 3 years	Document partnership with other organizations.	Progress to be reported yearly in Q1

ATTACHMENT 2 - CORPORATE ENVIRONMENTAL ACTION PLAN 2021 TRACKING SHEET

Area	Item #	Actions	Initiatives from CEAP	Responsibility	Measures/ Key Performance Indicator (KPI)	Tasks (Target)	Timeline
CLIMATE CHANGE and ENERGY Objective C1: Prepare a Climate Change Adaptation Plan	22	Action 1: Identify climate change risks by completing a vulnerability risk assessment of key departmental priorities.		PDS – Engineering All relevant departments to contribute to risk assessment Creation	Completion date of each climate change risk assessment	Apply for funding, document proposal approvals	2020 Q3 for first risk category 2021 Q3 for second category
CLIMATE CHANGE and ENERGY Objective C1: Prepare a Climate Change Adaptation Plan	23	Action 2: Develop a Climate Change Adaptation Action Plan that will assist the Town to mitigate the risks of climate change. The Plan would benefit from climate change planning partnerships with other municipalities, conservation authorities and York Region.		PDS – Engineering	The preparation of a climate change action plan approved by Council	consultant fee - 2020 budget	2021 Q1
CLIMATE CHANGE and ENERGY Objective C2: Implement the Provincial Climate Change Plan Actions	24	Action 1: *Province Propose amendments to Municipal Act.		PDS - Planning	RMOY is the approval authority for Official Plan, amendments & municipal consolidation	Update the Town of Aurora's Official Plan	Ongoing
CLIMATE CHANGE and ENERGY Objective C2: Implement the Provincial Climate Change Plan Actions	25	Action 2: *Require electric charging in surface lots.		PDS - Planning	Develop KPI as part of GDS	Add this requirement to the Town's Development Policy	2021 Q4
CLIMATE CHANGE and ENERGY Objective C2: Implement the Provincial Climate Change Plan Actions	26	Action 3: *Set green development standards.		PDS - Planning	Develop KPI as part of GDS	Prepare Green Development Standards (GDS) for Council	2020 Q4
CLIMATE CHANGE and ENERGY Objective C2: Implement the Provincial Climate Change Plan Actions	27	Action 4: *Eliminate minimum parking requirements over the next 5 years for municipal zoning bylaws.		PDS - Planning	Develop KPI as part of GDS	Add this requirement to the Official Plan policy. Encourage TDM to replace parking requirements within development approval process	2024 Q4
CLIMATE CHANGE and ENERGY Objective C2: Implement the Provincial Climate Change Plan Actions	28	Action 5: *Make climate change mitigation and adaptation mandatory in municipal official plans.		PDS - Planning	Develop KPI as part of GDS	Add this requirement to the Official Plan policy	2021 Q4
CLIMATE CHANGE and ENERGY Objective C3: Reduce the town's greenhouse gas emissions by town staff and at town facilities. * Actions pulled from the Provincial Climate Change Plan	29	Action 1: Implement an anti-idling initiative.	* To implement an anti-idling initiative that will include working with schools to educate parents and public. This will also include the implementation of an anti-idling education campaign for town staff and contractors.	CS – HR: Organization of training timing OPS -Fleet FS- procurement	Full time staff completing anti-idling training / year.	Year 1 include full time staff who drive Town vehicles. Train remainder of staff.	All Staff trained by Q2 2020.

ATTACHMENT 2 - CORPORATE ENVIRONMENTAL ACTION PLAN 2021 TRACKING SHEET

Area	Item #	Actions	Initiatives from CEAP	Responsibility	Measures/ Key Performance Indicator (KPI)	Tasks (Target)	Timeline
CLIMATE CHANGE and ENERGY Objective C3: Reduce the town's greenhouse gas emissions by town staff and at town facilities. * Actions pulled from the Provincial Climate Change Plan	30	Action 2: *Develop a Green Fleet Plan.	<ul style="list-style-type: none"> To develop a corporate Green Fleet Plan that addresses new green fleet procurement and replacement to reduce greenhouse gas emissions. The Plan should consider alternative fuels, higher efficiency vehicles, hybrid and electric options that meet the required need. Develop Electric Vehicle Charging Station usage fee Policy and maintenance plan *Consider installing an EV charging station at SARC 	PDS – Engineering / OPS - Fleet	Develop a KPI in process of preparing the Green Fleet Plan	Prepare a Green Fleet Plan Add to 2020 budget	2021 Q3
CLIMATE CHANGE and ENERGY Objective C3: Reduce the town's greenhouse gas emissions by town staff and at town facilities. * Actions pulled from the Provincial Climate Change Plan	31	Action 3: Improve energy efficiency of existing building and business operations	<ul style="list-style-type: none"> Engage with town owned facility operators, businesses and institutions to implement corporate sustainability initiatives aimed at reducing GHG emissions *Reduce emissions/ energy costs by implementing energy conservation measures 	CMS -Facilities	Estimated Annual energy savings of newly implemented energy retrofits in Town owned facilities	Implement facility energy and water conservation measures within the Capital Plan	List new energy conservation measures implemented on Progress Report yearly in Q1
CLIMATE CHANGE and ENERGY Objective C3: Reduce the town's greenhouse gas emissions by town staff and at town facilities. * Actions pulled from the Provincial Climate Change Plan	32	Action 4: Consider all green infrastructure options as part of new corporate builds.	<ul style="list-style-type: none"> Placing trees in and around Parking lots Redesign and retrofit water collection and conveyance infrastructure due to climate change Implement water quality and water and wastewater conservation strategies and incentives 	OPS - Parks / OPS - Roads / CMS - Facilities / PDS – Engineering	# of green infrastructure options included in new corporate projects	List chosen green infrastructure items implemented on Progress Report	Ongoing, as construction projects arise.
ENVIRONMENTAL AWARENESS Objective A1: Encourage the stewardship of Aurora's natural resources and advance green initiatives by promoting community involvement	33	Action 1: Promote the use of reusable water bottles in conjunction with the new water bottle filling stations. Communication campaign is aimed at the community including staff and should include but may not be limited to the following:	<ul style="list-style-type: none"> Waste caused by disposable water bottles Promote town's municipal water as being clean, safe and drinkable Promotion of Blue W, web application in order to fill water bottles at no cost in participating businesses Town to partner with York Region's education and outreach programs for water conservation and local water source protection Minimize disposable water bottle usage at group organized events or meetings 	PDS – Engineering	# of existing community events sharing reusable water bottle information	Prepare messaging to share at existing community based events.	First awareness campaign to take place in 2018
ENVIRONMENTAL AWARENESS Objective A1: Encourage the stewardship of Aurora's natural resources and advance green initiatives by promoting community involvement	34	Action 2: Increase overall community awareness of climate change:	<ul style="list-style-type: none"> Increase awareness of natural hazards from flooding and erosion Increase public awareness and education on stormwater management Promote idling reduction and education campaigns (community/corporate) Public awareness campaigns encouraging good behaviour using incentives supported by corporate sponsorship Increase uptake of sustainable transportation options Promote actions to reduce the creation of GHG emissions and support our ability to adapt to climate change 	PDS – Engineering / CAO - Communications	# of existing community events sharing Climate Change information	Prepare messaging to share at existing community based events.	2019 Q3

ATTACHMENT 2 - CORPORATE ENVIRONMENTAL ACTION PLAN 2021 TRACKING SHEET

Area	Item #	Actions	Initiatives from CEAP	Responsibility	Measures/ Key Performance Indicator (KPI)	Tasks (Target)	Timeline
ENVIRONMENTAL AWARENESS Objective A1: Encourage the stewardship of Aurora's natural resources and advance green initiatives by promoting community involvement	35	Action 3: Develop an urban forest communication plan that delivers key messages to target audiences within the community	<ul style="list-style-type: none"> • Promote "Adopt a Park" Program as "Community Stewardship Program" • Support and promote LEAF's Backyard Planting Program • Support stewardship programs through planting trees/shrubs/maintenance with partners LSRCA, Arboretum, and Neighbourhood work 	OPS – Parks / CAO - Communications	annual # of trees planted	Continue to promote planting and naturalization projects	1000 trees planted / year
ENVIRONMENTAL AWARENESS Objective A1: Encourage the stewardship of Aurora's natural resources and advance green initiatives by promoting community involvement	36	Action 4: Develop a community based communications strategy to help protect and enhance our biodiversity	<ul style="list-style-type: none"> • Provide targeted outreach for residents surrounding the natural system via stewardship and education programs • Maintain an invasive species web page on the town website linking residents to additional informational websites 	OPS – Parks / CAO - Communications	# of public outreach campaigns promoting and protecting biodiversity	Increase signage Increase partnerships	Ongoing
CEAP IMPLEMENTATION	37	Action 1: CAO to support the ongoing role of the Environmental Management Team (EMT) to manage the implementation of the CEAP. The implementation team will include representatives from all departments and will report to ELT.		CAO and ELT			Ongoing
CEAP IMPLEMENTATION	38	Individual Departments, with the assistance of EMT, will consider the implementation of this Plan when developing departmental priorities and preparing budgets.		ELT and EMT			As part of annual budget process
CEAP IMPLEMENTATION	39	Implementation of CEAP to flow through directors and CAO, who will be responsible for assigning respective departmental staff to implement.		CAO and ELT			ongoing
CEAP IMPLEMENTATION	40	Staff are strongly encouraged to reference the relevant CEAP objectives in the Link to the Strategic Plan section of all Council reports.		Staff report writers			New / ongoing
CEAP IMPLEMENTATION	41	The Program Manager of Environmental Initiatives, to include a semi-annual informal progress update of CEAP's implementation to Council.		PDS – Engineering			*New / Annual in Q3
CEAP IMPLEMENTATION	42	EMT, through department heads, to report to council by way of annual Progress Report regarding the progress of the CEAP's implementation.		ELT and EMT			Annually in Q1

ATTACHMENT 2 - CORPORATE ENVIRONMENTAL ACTION PLAN 2021 TRACKING SHEET

Area	Item #	Actions	Initiatives from CEAP	Responsibility	Measures/ Key Performance Indicator (KPI)	Tasks (Target)	Timeline
CEAP IMPLEMENTATION	43	The Green Initiatives Reserve Fund (the "Fund") is hereby established to receive and hold donations or budgetary contributions for purposes of funding or lending funding for projects or initiatives which further the objectives or support the strategic directions of the Town's Corporate Environmental Action Plan as amended from time to time. Council may direct that portions of revenues or saving arising from certain projects are to be contributed to the Reserve Fund. Balances in the Fund will be planned for specific projects recommended to or by Council during the annual budget process, or other times throughout the year, having consulted with the Environmental Advisory Committee. The Green Initiatives Reserve Fund was established in September of 2012.		FS- Finance			Ongoing
CEAP IMPLEMENTATION	44	During the next (second) review and enhancement of this plan, Stakeholders are seeking to strengthen the community component which will include a thorough and varied community consultation process which engages community members, local businesses, staff and council with the renewal of this Plan.		PDS-Engineering CAO- Communications			CEAP update to be added to 2022 capital budget
CEAP IMPLEMENTATION	45	Develop, distribute and promote a staff Environmental Handbook; to be maintained and updated on the intranet and printed and distributed to new and existing staff during Earth Week annually. The handbook will highlight some new environmental initiatives as well as some basic energy saving and environmentally friendly living tips.		PDS-Engineering CAO- Communications			Complete version 1 of handbook by Q2 2020

ATTACHMENT 2 - CORPORATE ENVIRONMENTAL ACTION PLAN 2021 TRACKING SHEET

Area	Item #	Actions	Initiatives from CEAP	Responsibility	Measures/ Key Performance Indicator (KPI)	Tasks (Target)	Timeline
CEAP IMPLEMENTATION	46	Set up a green team of staff who are passionate about specific environmental initiatives to advise the project lead until the project is being implemented. This team should also help raise awareness, promote various environmental programs and choose to help at various environmental events throughout the year.		PDS-Engineering CAO-Communications			Form green team by Q1 2020
CEAP IMPLEMENTATION	47	Youth Engagement on Environmental Topics		PDS-Engineering CAO-Communications			ongoing