

To: Cameron Moore
From: Andrew Levy and Frank DiNovo
Date: August 4, 2008
RE: CCRPC Sustainability Initiative – Project Organization & First Steps

Sustainability Initiative Committee

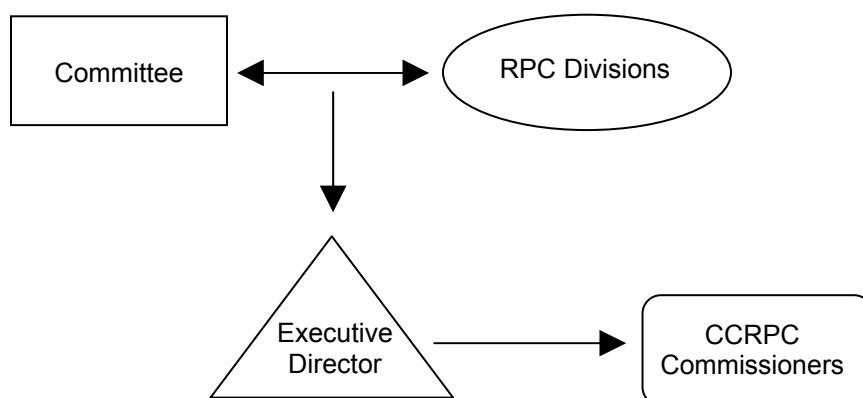
The sustainability initiative needs to be kicked off through a variety of methods. First, a committee needs to be convened in a transparent manner that: has management approval for required time commitment, has adequate interest, has a voluntary spirit, and has expertise in the structure and practices of their division. This can be done through a combination of volunteerism and selection by division leaders.

The committee members will function to represent each RPC division, communicate to coworkers, and identify the actions that their division can take to become more sustainable. Each Division Director will be responsible for ensuring participation and input from all key programs. It should be emphasized that the committee is not an exclusive club. If other staff members wish to participate, subject to supervisor agreement, they will be able to assume a similar role to that of other committee members.

At a minimum representation will include at least one person from:

- Administration
- Head Start
- Planning and Community Development
- Social Services
- And, if necessary, ie. not otherwise represented,
- Social Committee
- Health and Safety Committee

Work Flow



Sustainability Committee Project Agenda

Meeting 1

Review Sustainability (Written materials to be distributed in advance)

What is sustainability?

What challenges does sustainability present?

What challenges are specific to work environments?

What challenges are specific to RPC?

Review Process

Develop Ideas for a Commitment Statement

Ideas and examples presented

Brainstorm Communication Strategy

Assignment 1

Educate co-workers (*tools provided*) – *Commitment to Sustainability, Introduction to Sustainability, Resource Guide*

Review ideas for commitment statement with co-workers

Collect action ideas from co-workers

Meeting 2

Finalize Commitment Statement

will be vetted by upper management for adoption by the commission

Past and Current Actions

Brainstorm New Actions (by division and organization-wide)

Identify projects needing further research (alternatives, costs, etc.)

Assignment 2

Undertake assigned research (defining current actions and suggesting changes)

Create Division Action Plans – Define Practices and Benchmarks (including recommendations for organization-wide practices)

Meeting 3 (This step may be repeated if necessary)

Report Research

Combine Plans – Define Practices and Benchmarks (including organization-wide)

Trouble Shoot Problems

Assignment 3

PCD staff will combine the components into a single document for review.

Review and comment on draft initiative document (an extra meeting could be called if needed to get complete agreement)

The Sustainability Initiative will be defined by a grid identifying practices with benchmarks for each to be achieved with near, medium and long term time-frames. These will also define indicators to track the progress of organizational change. The document will also include priority actions to be addressed immediately. Items with significant staffing or budget impacts will be identified for consideration by senior management or the commission as required.

Communication

The second start up project is an all staff education program about sustainability and the measures the committee is seeking to take through emails and regular columns in News to the Cubes. These will provide the option for feedback as will suggestion/comment boxes so that suggestions and comments can be made anonymously. This is a critical piece to generate interest and get all staff members to buy into the ideas that are being proposed. A well structured program will do nothing without proper communication.

Tool Development

The third start up project entails tool and material development that the committee will use to audit/analyze their department. These will be distributed or available to committee members as early in the process as possible and will be available to interested staff members as well.