

TOWN OF STRATFORD - COUNCIL POLICY			
Name:	Sustainability Decision Making Framework Application Checklist	Policy Number:	2009-SSE-01
Committee:	Safety Services and Environment	Approval Date:	March 11, 2009

1. Introduction

Stratford Town Council adopted Imagine Stratford - Towards a Vision for 2028, a Community Sustainability Plan for the Town of Stratford, in September of 2008. One of the components of the plan is the inclusion of a decision making framework which is designed to ensure that the Town moves continuously towards a more sustainable future. The decision making framework contains a set of questions in the broad areas of economic, environmental, social, cultural and governance which are designed to measure the overall sustainability of the decision. In order to ensure the proper and efficient application of the decision making framework, an application checklist is required. There is also an Operational Plan Policy (2004-FA-02) that requires the impact of Operational and Capital spending decisions to be quantified. It is deemed prudent to include these requirements in the sustainability decision making framework checklist to avoid duplication of effort.

2. Decision Making Framework Application Checklist

The following sustainability decision making framework checklist shall be used to determine when the decision making framework is to be completed and submitted. It is the responsibility of each Department Head to ensure that this policy is followed. For the purpose of this policy, the following terms shall be defined as:

“Service” includes any service that the Town provides to residents and businesses including police, fire, street lighting, snow clearing, water supply, sewer collection etc.

“Program” includes sport, recreation, cultural, social, economic and sustainability programs provided to and for residents and businesses.

“Event” includes community, recreation, cultural, social, economic, or tourism events coordinated or sponsored by the Town, possibly in partnership with outside organizations.

Sustainability Decision Making Framework Application Checklist	Department Head	CAO	Council
Service, Program or Event <ul style="list-style-type: none"> • New < \$2,500 budget per annum • New > \$2500, < \$10,000 budget per annum • New > \$10,000 budget per annum • Expanded > 5 %, < 10% increase in budget • Expanded > 10 % increase in budget • Discontinue 	yes	yes	yes
Capital Project <ul style="list-style-type: none"> • New > \$2500, < \$10,000 budget • New > \$10,000, < \$50,000 budget • New > \$50,000 budget • Supplement > 10 % increase in budget 	yes	yes	yes
Policy <ul style="list-style-type: none"> • New • Amend • Discontinue 			yes
Official Plan and Bylaw <ul style="list-style-type: none"> • New • Amend • Discontinue 			yes
Purchase of Goods and Services from Operating <ul style="list-style-type: none"> • Purchase > \$10,000, < \$50,000 • Purchase > \$50,000 • Lease > \$2500, < \$10,000 per annum • Lease > \$10,000 per annum 		yes	yes

3. Additional Application of the Decision Making Framework

In addition to the above checklist, the following shall be reviewed and assessed against the decision making framework and modified or replaced as necessary:

- all Town bylaws in existence at the effective date of this policy shall be reviewed and assessed within 10 years of the effective date of this policy;
- all Town policies in existence at the effective date of this policy shall be reviewed and assessed within 10 years of the effective date of this policy;
- all operational and maintenance practices shall be reviewed and assessed at regular intervals of no greater than 15 years.

Also, the Town’s purchasing policy shall be revised to incorporate the principles embodied in the decision making framework for the purchase of goods and services which do not require the application of the decision making framework in the above table. Tenders and Requests for Proposals shall also incorporate the principles embodied in the decision making framework.

4. Effective Date

The effective date of this policy is January 1, 2009.

5. Adoption of Modified Sustainability Decision Making Framework

The attached Sustainability Decision Making Framework, which has been modified to incorporate the principles of the Operational Plan Policy, shall be hereby adopted and applied in accordance with this policy.

6. Repeal of Existing Policy

Operational Plan Policy, Policy # 2004-FA-02, is hereby repealed.



Sustainability Decision Making Framework Town of Stratford

This framework is a tool to address sustainability issues in planning and decision making by the Town of Stratford. It consists of a set of questions which allow for a sustainability analysis of projects, proposals and actions being considered. It is based on the four pillars of sustainability, social, cultural, environmental and economic. The questions in the framework address Stratford's vision for a successful sustainable community. The framework is qualitative but could be quantified and adapted in other ways for special purposes.

Name of Project, proposal or action: _____

Description: _____

Analysis Carried Out By: _____

Date: _____

Social Principle

Stratford meets the social needs of its people by allowing for self determination, welcoming diversity, ensuring human rights, security and justice. The Town encourages social responsibility, engagement and participation. Citizens take initiative and participate in social decisions. There is a strong sense of identity and pride in community. Well being or quality of life is a key indicator for Stratford

SOCIAL	Impact	What metrics can be used to measure impact?	How can we encourage positive effects and help mitigate or compensate for negative effects?
How does this proposal meet the needs of Stratford residents and visitors?			
1. Is the information on this proposal accessible and understandable to the community?	+ve		
	-ve		
2. Does it promote inclusion and social equality?	+ve		
	-ve		
3. Does it enhance the amenity or use of public space?	+ve		
	-ve		
4. Does it contribute to increasing public safety?	+ve		
	-ve		
5. Will it increase client satisfaction with provision of town services?	+ve		
	-ve		
6. Will the community be able to access this proposal regardless of ability?	+ve		
	-ve		
7. Will this proposal improve the health and wellness of Stratford residents?	+ve		
	-ve		

Economic Principle

Stratford is a town of economic prosperity characterized by a vibrant local economy with a range of goods and services meaningful employment and benefits accruing to the community. Stratford attracts and retains businesses that are engaged in the sustainability journey. A strong economy is an essential foundation for a sustainable future rather than an end unto itself

ECONOMY	Impact	What metrics can be used to measure impact?	How can we encourage positive effects and help mitigate or compensate for negative effects?
What are the economic benefits of this proposal to Stratford?			
1. Will this proposal increase tax revenues?	+ve		
	-ve		
2. Will this proposal increase local purchasing, local products and local investment economy?	+ve		
	-ve		
3. Will the proposal increase the provision of goods and services in Stratford?	+ve		
	-ve		
4. Will the proposal increase local employment?	+ve		
	-ve		
5. Is the proposal consistent with an economy that is responding to the opportunities created by climate change?	+ve		
	-ve		
6. Will this proposal help to promote Stratford as a sustainable community?	+ve		
	-ve		
7. What effect will this proposal have on the existing transportation network (public and private)?	+ve		
	-ve		

Ecological Principle

Stratford recognizes the intrinsic value of biodiversity and the coastal and agricultural ecosystems on which it is built. Nature is much more than a resource, it sustains us economically, spiritually and aesthetically. We share it with other creatures who deserve our respect. Appreciation of nature allows us to protect and restore its worth. We can also learn from the principles on which natural systems are built.

ENVIRONMENT	Impact	What metrics can be used to measure impact?	How can we encourage positive effects and help mitigate or compensate for negative effects?
In what way does this proposal impact the natural environment of Stratford?			
1. Does this proposal contribute to reducing greenhouse gas emissions? (energy consumpt.)	+ve		
	-ve		
2. Does this proposal improve water quality?	+ve		
	-ve		
3. Does this proposal contribute to resource conservation?	+ve		
	-ve		
4. Does this proposal reduce levels of pollution (air, soil water) and the use of hazardous material?	+ve		
	-ve		
5. What impact does this proposal have on the flora and fauna of Stratford?	+ve		
	-ve		
6. Will this proposal improve stewardship of natural habitats and environmentally sensitive areas?	+ve		
	-ve		
7. Will this proposal contribute to better waste management practices in Stratford?	+ve		
	-ve		
8. Does this proposal encourage walking cycling and other forms of active transportation?	+ve		
	-ve		

Cultural principle

Stratford recognizes its cultural and historical assets and is building on these distinct characteristics. Every community has a distinct profile of human, cultural, historical and natural characteristics. Recognizing and building on this profile will help Stratford to move steadily towards sustainability. Stratford expresses its creativity and ingenuity in a way that is compatible with the values and realities of a population that is growing and becoming more diverse. A culture of sustainability will be achieved through new community awareness and commitment to action.

CULTURE AND HERITAGE	Impact	What metrics can be used to measure impact?	How can we encourage positive effects and help mitigate or compensate for negative effects?
What is the impact of this proposal on Stratford’s culture and heritage			
1. Will this proposal enhance the recognition and preservation of the town’s heritage?	+ve		
	-ve		
2. Will this proposal enhance our connection to the existing natural environment?	+ve		
	-ve		
3. Will this proposal increase cultural diversity?	+ve		
	-ve		
4. Will this proposal contribute to the expression of creativity in Stratford?	+ve		
	-ve		
5. Will this proposal enhance recreation activities in Stratford?	+ve		
	-ve		
6. Will this proposal enhance arts and entertainment in Stratford?	+ve		
	-ve		
7. Will this proposal contribute to identity and sense of place?	+ve		
	-ve		

Governance Principle

Stratford’s success is based on good governance, leadership, integrity and accountability. Municipal leaders have a commitment to learning and to progressive decision-making. Stratford honours its municipal responsibilities by being inclusive and making decisions based on the dimensions of sustainability. It reflects this in all aspects of its operations. Stratford empowers its people to take responsibility and work with collaborative spirit towards a common sustainable future.

CORPORATE	Impact	What metrics can be used to measure impact ?	How can we encourage positive effects and help mitigate or compensate for negative effects ?
1. Does this proposal give adequate return on financial investment?	+ve		
	-ve		
2. To what extent will the return on investment (financial, social and/or cultural) allow us to invest in future sustainability projects?	+ve		
	-ve		
3. Will this proposal prevent any future moves towards sustainability?	+ve		
	-ve		
4. Does this proposal provide cost recovery or reduction possibilities?	+ve		
	-ve		
5. Will this proposal enhance the value of the Town’s assets?	+ve		
	-ve		
6. Does this proposal give adequate political return on investment?	+ve		
	-ve		
7. Does this proposal contribute to employee well-being ?	+ve		
	-ve		

CORPORATE Continued	Answers/Impact
8. Have alternatives been considered?	
9. Are the necessary partnerships in place to allow the proposal to proceed?	
10. Is the proposal aligned with other plans?	
11. If a capital project, study or proposal, what staff resources are required to implement the project?	
12. If a capital project, what staff resources are required to maintain the asset annually?	
13. If a service, program or event, what staff resources are required to sustain the initiative annually?	

SUMMARY

Provide a text summary of the sustainability analysis.

1. Meeting Social Needs

2. Stratford’s Economy

3. Environmental Parameters

4. Cultural considerations

5. Fulfilling municipal roles and responsibilities

6. Other considerations

We, the reviewers of this proposal, are confident that we have taken the time to think broadly and holistically about the possible positive and negative impacts of this proposal. We believe that we have given sufficient consideration to how to measure and encourage positive impacts, and how to mitigate against, or compensate for negative impacts.

Please sign below
