

## Departmental Environmental Action Items:

	Priority Item #1	Priority Item #2	Priority Item #3	Any other items
<b>Corporate Services</b>	Implementation of the Electronic Document and Records Management System (EDRMS). Will decrease reliance on paper and will allow for many future processes to eliminate paper altogether.	Corporate wide printer replacement and standardization. Major printers have been replaced. This will roll into a paper reduction strategy based on default double sided / black and white printing.	Electronic waste recycling. Certified external party contracted to more safely, efficiently, and securely recycle our eWaste. More of our material now being diverted from landfill.	
<b>Finance</b>	Promotion of the e-send billing options for utility and property tax bills, saving billing paper and envelopes	Go-live for Virtual Town Hall e-commerce self-serve software – reduce travel to Town Hall and printing of documents	Flexible work policy, reducing employee commuting to a Municipal building	Time permitting: Investigate paperless accounts payable software solution
<b>PRC</b>	Investigation of and procurement of LED lighting, motion sensors, and energy efficient lighting in parks, facilities and trails as a best practice, some retrofits ongoing	Promotion of Litter-less lunches in Day Camp and use of reusable dishes in programs, water bottle filling stations best practice going forward, public education on clean recycling in facilities	Enhancing new tree planting through the Arboretum project and Commemorative Tree program	1. Eliminating hard copy printing of the Leisure Guide and shifting to an Annual Recreation Guide and optimization of online resources 2. Future projects outlined in the Waterfront and Riverwalk Master Plan (shoreline erosion, River thermal renewal, Wildflower and butterfly habitat restoration along the trails)

## **Departmental Environmental Action Items:**

<b>W&amp;E</b>	Development of a Community Climate Action Plan.	Incorporation of Green infrastructure in capital projects. i.e. Silva Cells on Walton and a rain garden on Victoria Street.	Replacement of existing streetlights with LED streetlights.	
<b>P&amp;D</b>	Move away from bricks and mortar visitor services that often involve hard copy visitor information. Moving this to the digital environment would help to reduce the amount of paper and printing to be done.	We continue to permit flexible work arrangements that allow for commuting staff the opportunity to work remotely and limit the amount of vehicular traffic and pollution created.	Plan to incorporate climate change policies in the upcoming Official Plan Review project to be initiated in Q4, 2023.	
<b>Protective Services</b>	Municipal Law Enforcement Officers supplied with bicycles and are supported to use them as well as foot patrols to enforce bylaws and parking regulations to lower use of gasoline fueled vehicles.	Fire Service to replace vehicles with newer more fuel-efficient vehicles/apparatus.	Fire Service to consider environmental impact when performing training sessions.	Protective Services as part of Fleet Management Strategy to consider the use and procurement of fuel efficient and potentially electric vehicles.