

PEARSON ECO-BUSINESS ZONE POLICY TOOLKIT



OVERVIEW

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WHAT IS PARTNERS IN PROJECT GREEN?

Partners in Project Green is a growing community of businesses working together to green their bottom line by creating an internationally recognized green business zone in the area surrounding the Toronto Pearson International Airport.

Through new forms of business-to-business collaboration, Partners in Project Green delivers programming that helps businesses reduce energy and resource costs, uncover new business opportunities, and address everyday operational challenges in a green and cost-effective manner¹.

To meet this vision, Partners in Project Green developed a strategy based on pursuing action in ten key areas. These ten eco-opportunities include: green purchasing blocks, eco-efficiency audits, smart commute initiatives, waste reuse projects, district energy, coordinated green building retrofits, municipal policy harmonization, business park sustainability benchmarking, green business retention and attraction strategy, business best practices, education and outreach programs, greenspace expansion and stormwater improvements.

Partners in Project Green was established by Toronto and Region Conservation Authority (TRCA); Greater Toronto Airports Authority (GTAA); Region of Peel; City of Toronto; City of Mississauga; and City of Brampton.

Partners in Project Green is being managed by TRCA. More information is available at www.partnersinprojectgreen.com

WHAT IS THE PEARSON ECO-BUSINESS ZONE?

Partners in Project Green is seeing their efforts take shape through the Pearson Eco-Business Zone, an internationally recognized community known for its competitive, high performance and eco-friendly business climate. The Pearson Eco-Business Zone includes over 12,000 hectares of employment lands surrounding the Toronto Pearson International Airport and is home to approximately 12,500 businesses employing over 300,000 people.

¹From Partners in Project Green website

WHAT IS HAPPENING IN THE PEARSON ECO-BUSINESS ZONE?

Partners in Project Green is actively developing programs, services and projects to help businesses green their operations, buildings, and corporate cultures. They are also working with local government to build capacity for eco-business innovation and seek to align regulatory policies in order to promote green business development. In short, Partners in Project Green is providing a single point of access to information, such as tools, regulations and case studies, to meet the goals established in the Partners in Project Green Strategy².

To implement these efforts, a number of action-oriented project teams have been assembled:

- 1-Marketing and Networking Team
- 2-Building Performance Team
- 3-Resource Reutilization Team
- 4-Transportation Solutions Team
- 5-Green Site Team
- 6-Green Purchasing Team
- 7-Green Job Team
- 8-Policy Harmonization Team
- 9-District Energy Team

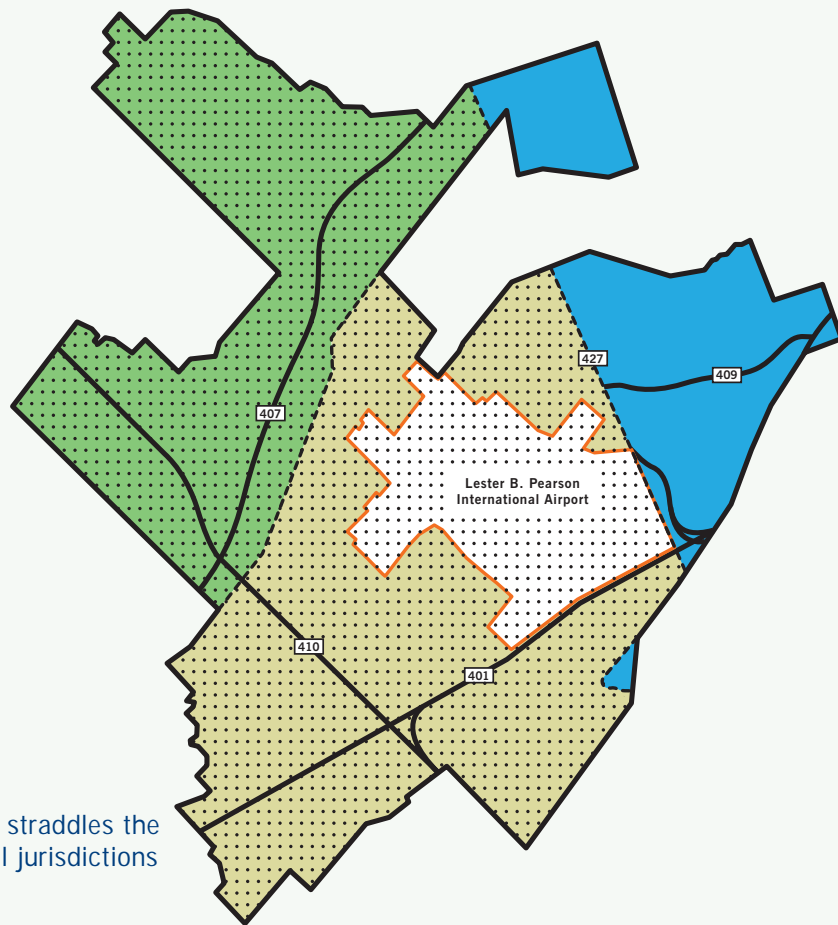
The Policy Toolkit was created under the direction and guidance of the Policy Harmonization Team.

There are numerous projects and programs planned and underway through other Partners for Project Green teams including:

- A district energy feasibility study to identify the business case and technical requirements for the development of a district energy system utilizing the existing co-generation plants and waste heat from Pearson Eco-Business Zone businesses;
- GTAA green parking lot program to improve the adoption of green practices that can be implemented to better and more naturally manage stormwater;
- Restoration of a portion of the Etobicoke and Mimico Creeks;
- Business eco-efficiency audits; and,
- A waste reutilization network feasibility study.

²The Partners in Project Green Strategy and other project documents may be downloaded at: www.partnersinprojectgreen.com/strategy

PEARSON ECO-BUSINESS ZONE AREA



The Pearson Eco-Business Zone straddles the following four separate municipal jurisdictions that govern planning activity:



REGION OF PEEL

Upper Tier regional municipality that encompasses Mississauga, Brampton, and Caledon.



CITY OF TORONTO

Single Tier municipality, functioning as the only level of local government and not reporting to an Upper Tier municipality³.







CITY OF MISSISSAUGA

Lower Tier municipality, under the Region of Peel.



CITY OF BRAMPTON

Lower Tier municipality, under the Region of Peel.

-  Partners in Project Green Study Area Boundary
-  Lester B. Pearson International Airport
-  Municipal Line
-  Major Highway



³For additional information, refer to Bill 53: Stronger City of Toronto for a Stronger Ontario Act, 2005

WHAT IS THIS TOOLKIT?

The Partners in Project Green Policy Toolkit has been prepared as a collection of independent tools that will provide guidance to the municipalities in their development of a more harmonized planning environment to better support and co-ordinate eco-business activity. In this regard, the Policy Toolkit will assist municipal partners in developing and/or coordinating policies, regulations and standards to support green business and employment land sustainability in the Pearson Eco-Business Zone.

WHO IS THE POLICY TOOLKIT FOR?

Municipal Staff – The Policy Toolkit addresses specific areas of interest identified by municipal staff. The Policy Toolkit provides resources including policy direction, answers to questions, training materials, eco-business best practices, tips on leveraging legislation and regulations, steps for implementing green business initiatives and more. It also provides information targeting various municipal departments, notably:

- 1) Planning & Development;
- 2) Engineering & Public Works; and,
- 3) Economic Development.

Private Sector Stakeholders – The Policy Toolkit will also help staff communicate some of the key materials to relevant audiences: businesses and developers. The Policy Toolkit will aid these stakeholders navigate legislation and regulations in the Pearson Eco-Business Zone, as well as provide resources for implementing best business practices.

General Public – The Policy Toolkit can also be helpful for providing information to the public who may be interested in gaining a better understanding of certain aspects of Partners in Project Green. For example, it can provide information on how a municipality can achieve community-wide sustainability objectives, such as those articulated in an Official Plan.

WHY DO WE NEED 'GREEN' POLICY FRAMEWORK FOR THE PEARSON ECO-BUSINESS ZONE?

The Partners in Project Green Strategy promotes a collaborative approach to managing municipal infrastructure, site design, operations, impacts and resources within the Pearson Eco-Business Zone. This strategy requires municipalities to assist businesses in moving beyond simple compliance with their existing regulations to achieve the higher levels of environmental performance expected in the Pearson Eco-Business Zone, such as reductions in energy,

water, waste, materials and greenhouse gases (GHGs). A 'whole system' perspective of activity within the Pearson Eco-Business Zone is fundamental to effectively implement programs, incentives, business collaboration, networking, economic development strategies and other Partners in Project Green eco-opportunities. Harmonizing municipal development policies, regulations and standards within the Pearson Eco-Business Zone is a key step in this direction.

However, the Pearson Eco-Business Zone encompasses four separate municipal planning authorities, each with their own planning and development frameworks. Further, the Pearson Eco-Business Zone municipalities, just like municipalities across Canada, are constantly adapting their policies and regulations in an effort to reflect the latest lessons learned in their individual and collective pursuit of sustainability. Sometimes, municipal planning policies and regulations are even found to inadvertently create barriers to specific eco-business practices.

Recognizing these challenges, the Policy Harmonization Project Team was formed to address them. The Team focuses on identifying policies, regulations, and incentives that have been effective in eco-business zone projects elsewhere, and identifying successful community or residential-focused sustainability policies, regulations, and incentives that might be adapted for an eco-business zone context. Working with this knowledge, the team has created a set of tools that each partner municipality can use as needed to align their respective policy frameworks to best meet the Partners in Project Green Strategy goals. The team's policy harmonization efforts are also helping facilitate a whole systems approach to the ongoing development and management of the Pearson Eco-Business Zone.

Each of the Partners in Project Green municipalities' jurisdictions extends far beyond the Pearson Eco-Business Zone, including other employment lands. Therefore, the policies, regulations and incentives developed for the Pearson Eco-Business Zone might be adapted or expanded to support sustainability in other employment land areas as well. Other municipalities in Ontario may be able to adapt the Pearson Eco-Business Zone policies, regulations and incentives outlined in the Policy Toolkit, too. The Pearson Eco-Business Zone provides a well-defined area in which to pilot far-reaching municipal innovation. As such, the Partners in Project Green Policy Harmonization Team's efforts demonstrate leadership that could extend far beyond the Pearson Eco-Business Zone.

Lastly, it is important to note the connections between the exciting and forward-thinking initiatives already being implemented through other Partners in Project Green Project Teams and the policy harmonization efforts. For

example, the Building Performance Team is working to identify drivers and barriers to the use of solar rooftop technologies by Pearson Eco-Business Zone companies. It is probable that some of the drivers and barriers will relate to municipal policies, regulations, and incentives. The Building Performance Team and Policy Harmonization Team may decide to work together to develop a framework for solar rooftop incentives that could be added to this Policy Toolkit and then utilized as appropriate by each Partners in Project Green municipality. A harmonized planning environment for the Pearson Eco-Business Zone will not only facilitate and strengthen other project team efforts, but also help each municipality achieve their own community-wide sustainability goals.

HOW TO USE THIS POLICY TOOLKIT?

There are several tiers of municipal jurisdiction within the Pearson Eco-Business Zone, each with differing ranges of authority and spheres of jurisdiction. Municipal partners face differences related to how spheres of jurisdiction are assigned to each, which are reflected in their respective layers of planning policies. As a result, the Policy Toolkit is not a 'one size fits all'. Some tools will be more relevant to certain municipal partners than others – for instance, a tool may already be implemented in one of the Partners in Project Green municipalities, but not others. Or, a tool may be more appropriate for a single or lower-tier municipality rather than upper tier, for instance, in matters relating to the use of zoning regulations.

The Policy Toolkit was created to allow municipalities the flexibility to choose the unique combination of tools that offers the best fit within the context of existing tools and other municipal goals or policies. For example, the use of incentives might help a municipality meet Partners in Project Green goals for attracting green business, as well as their Official Plan policies in support of innovative approaches to managing and reducing waste resources. The Policy Toolkit is meant to be adapted to fit the local context as a means of supporting each municipality in aligning their policy frameworks to meet the Partners in Project Green Strategy goals. Although it was developed to meet these goals, it is hoped that the Policy Toolkit will be useful in promoting green business and sustainability in employment lands beyond just those within the Pearson Eco-Business Zone boundaries.

HOW WAS THIS POLICY TOOLKIT DEVELOPED?

The Toolkit was developed using the following methodology:

- 1. Policy review:** Policy documents from the Cities of Toronto, Mississauga and Brampton and Region of Peel were reviewed, including materials from Planning and Development, Engineering and Public Works, and Economic Development.
- 2. Identify best practices:** Selected research and review of other eco-business initiatives and eco-industrial parks in Canada and abroad formed the basis of several case studies. Best practices were synthesized from the common elements and key developments identified in the case studies.
- 3. Consultation:** Eco-business best practices were presented to municipal partners in workshops to obtain feedback, including identifying local policies that conformed to the eco-business best practices, as well as potential barriers or gaps. The workshops also provided an opportunity to explore which policy tools were of greatest relevance and interest to each municipal partner.
- 4. Develop draft content:** Feedback was synthesized into a list of potential tools to address concerns, areas of interest and knowledge gaps expressed throughout the consultation period. The draft list of tools was reviewed by the Partners in Project Green Policy Harmonization Team and they identified the highest priority tools for immediate development.
- 5. Prepare Policy Toolkit:** Based on the previous steps, the set of tools contained within the Policy Toolkit were developed. Each tool underwent rigorous review by municipal partners to ensure the final toolkit was relevant and effective.

It should be noted that in earlier consultation sessions, Pearson Eco-Business Zone companies, as well as developers, expressed interest working with the municipal partners to develop policy tools. There is the potential for municipalities to work with progressive businesses and/or interested developers to adapt, refine or test the implementation of some of the tools. For example, they may explore which incentives are most relevant to specific sectors or how a Development Permit System might be implemented.

HOW IS THIS POLICY TOOLKIT ORGANIZED?

Based on their intended functions, the tools are classified into several categories:

Communication Tools: These tools are meant to help municipal staff learn and communicate about Partners in Project Green. The tools include text that can be 'cut-and-paste' or edited as needed to help staff communicate to different audiences (other staff, Council, business, developers).

Primers: These are brief (mainly one to two page) overviews of key information that will address issues shared by all participants in Partners in Project Green. The primers will help staff from different municipal departments develop a common, albeit high-level, understanding of the policy, regulatory, and incentive framework that is already shaping or will shape eco-business zone activity.

Policy Templates: These tools provide specific examples of best practices, current policy wording, advice and other practical, hands-on guidance for creating eco-business policy, regulations, and incentives.