

**CITY OF VAUGHAN**

**EXTRACT FROM COUNCIL MEETING MINUTES OF OCTOBER 9, 2007**

Item 1, Report No. 1, of the Environment Committee, which was adopted without amendment by the Council of the City of Vaughan on October 9, 2007.

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**1**

**CONFIRMATION/APPOINTMENT OF CHAIR**

**The Environment Committee recommends that this matter be referred to the Environment Committee meeting of October 22, 2007.**

CITY OF VAUGHAN

**EXTRACT FROM COUNCIL MEETING MINUTES OF OCTOBER 9, 2007**

Item 2, Report No. 1, of the Environment Committee, which was adopted without amendment by the Council of the City of Vaughan on October 9, 2007.

**2 ADMINISTRATIVE AND REPORTING STRUCTURE  
ENVIRONMENT COMMITTEE**

The Environment Committee recommends:

- 1) That the administrative and reporting structure be amended to reflect Members of Council's comments;
- 2) That the revised administrative and reporting structure be brought back to the Environment Committee meeting of October 22, 2007; and
- 3) That the following report of the City Manager, dated September 24, 2007, be received.

**Recommendation**

The City Manager, in consultation with the Senior Management Team recommends that:

1. The administrative and reporting structure for the Environment Committee, forming Attachment No. 1, be approved; and
2. The administration and reporting structure recommended herein and required staffing levels be further reviewed upon completion of the Environmental Master Plan.

**Economic Impact**

The reporting structure identified in this report will be accommodated within the existing staff complement, subject to any necessary changes in the job descriptions.

**Communications Plan**

This change will be reflected in the corporate organizational charts as required.

**Purpose**

The purpose of this report is to obtain approval for the administrative and reporting structure required to support the operations of the Environment Committee, which includes the preparation of the Environmental Master Plan.

**Background – Analysis and Options**

**Background**

On June 11, 2007 Council approved a recommendation originating with the Environmental Task Force that the Environment Committee be established as a Special Purpose Committee of Council and that the Procedural By-law be amended accordingly. Terms of Reference for the Committee were also approved and these were reflected in the amended Procedural By-law, which was enacted on June 25, 2007. Council also directed that the mandate of the committee be reviewed in one year with respect to membership composition.

The Committee's widened mandate, including responsibility for the Environmental Master Plan and the recent changes of responsibility within the Senior Management Team, require an adjustment to the administrative and reporting structure for the Environment Committee.

## CITY OF VAUGHAN

### EXTRACT FROM COUNCIL MEETING MINUTES OF OCTOBER 9, 2007

#### Item 2, EC Report No. 1 – Page 2

##### The Recommended Reporting and Administrative Structure

The Terms of Reference for the Environment Committee provides that administrative support for the Environment Committee will be provided jointly by the City Manager's Office and the Office of the Commissioner of Economic/Technology Development and Communications (through the Economic Development Department). The Economic Development Department now reports to the City Manager. Therefore support for the Environment Committee will now be provided entirely through the City Manager's Office.

The revised administrative and reporting relationship is illustrated in Attachment No. 1. The responsibilities are detailed as follows.

- The Environment Committee continues to report directly to Council.
- Reporting to the Environment Committee takes place through the City Manager and the Senior Management Team. Reports are submitted to the Environment Committee under the signature of the City Manager or the originating Commissioner.
- The Manager of Corporate Policy is assigned responsibility for the Environment Committee within the City Manager's Office.
- The Manager of Corporate Policy will continue in the role of Project Coordinator for the preparation of the Environmental Master Plan. Assistance in this role will be provided by the Economic Developer – Environmental Sector.
- The Economic Developer – Environmental Sector will also support the operations of the Environment Committee. This position will maintain its current role in the Economic Development Department in the development of environmental initiatives aimed at the business/industrial sector or economic development;
- The City Manager's Office will work with the Committee Secretariat in developing the Environment Committee's agendas and will prepare reports as required. The City Manager's Office will work with other departments and commissions in scheduling their items in a timely fashion.

##### Staffing Impact

No additional staff resources will be needed at this time. In the interim, these changes can be accommodated within the existing staff complement, subject to any necessary changes to the current job descriptions.

However, it is being recommended that this structure be further reviewed once the Environmental Master Plan is completed. The Environmental Master Plan study may identify the need for additional changes to the organizational structure and staffing to support the work of the Committee and to implement the provisions of the EMP. This review should be undertaken upon completion of the study, which will take approximately one-year. This may be conducted concurrently with the previously directed (June 11, 2007) review of the Environment Committee's mandate in respect of its membership composition.

##### Relationship to Vaughan Vision 2007

This report is consistent with priorities previously set by Council and is consistent with the objectives of Vaughan Vision 2007. Section 4, "Planning and Managing Growth", identifies the following objectives:

## CITY OF VAUGHAN

### EXTRACT FROM COUNCIL MEETING MINUTES OF OCTOBER 9, 2007

Item 2, EC Report No. 1 – Page 3

- 4.4 Ensure City wide protection of the Environment
  - 4.4.4 Ensure that municipal operations are undertaken in an environmentally responsible manner.

#### **Regional Implications**

There are no Regional implications resulting from the adoption of this report.

#### **Conclusion**

Recent actions by Council have reflected a strong corporate commitment to the environment and to the concept of sustainability. The creation of the Environment Committee and the preparation of an Environmental Master Plan, in the context of a comprehensive growth management strategy, signal this commitment to both staff and the public.

The Environmental Committee will play an important role in preparing and implementing the City's environmental policies and plans. Therefore, it is important that its operations be well-supported. The proposed administrative and reporting structure will provide the required support to the Committee. In addition, it reinforces the fact that environmental stewardship and sustainability are corporate responsibilities, which extend across all commissions and departments.

Once the Environmental Master Plan is completed it will be appropriate to review this structure to ensure that it continues to be consistent with the needs of the Committee and whether further adjustments are needed to support the implementation of the Environmental Master Plan. This review should take place after the completion of the EMP, in approximately one-year.

Therefore, it is recommended that the Administrative and Reporting Structure for the Environment Committee identified herein be approved and that it be reviewed after the completion of the Environmental Master Plan.

#### **Attachments**

1. Environment Committee – Administrative and Reporting Structure

#### **Report Prepared by:**

Roy McQuillin, Manager of Corporate Policy, ext. 8211

(A copy of the attachments referred to in the foregoing have been forwarded to each Member of Council and a copy thereof is also on file in the office of the City Clerk.)

CITY OF VAUGHAN

**EXTRACT FROM COUNCIL MEETING MINUTES OF OCTOBER 9, 2007**

Item 3, Report No. 1, of the Environment Committee, which was adopted without amendment by the Council of the City of Vaughan on October 9, 2007.

3

**CONTRACT AWARD – RFP07-077**  
**CITY OF VAUGHAN ENVIRONMENTAL MASTER PLAN STUDY**

The Environment Committee recommends:

- 1) That the recommendation contained in the following report of the City Manager, dated September 24, 2007, be approved; and
- 2) That staff bring back a report to a future Committee of the Whole (Working Session) meeting, detailing the links between the elements of the Growth Management Strategy and the reporting structure.

**Recommendation**

The City Manager, in consultation with the Senior Management Team and the Purchasing Services Department, recommends:

1. That contract RFP07-077, for the retention of consulting services to prepare the City of Vaughan Environmental Master Plan, be awarded to the firm DPRA Inc; and
2. That a by-law be enacted to authorize the Mayor and Clerk to execute all necessary documents.

**Economic Impact**

There will be no additional economic impact. The project has been included in the approved Capital Budget for 2007.

**Communications Plan**

The Request for Proposal (RFP07-077) was advertised in the *Globe and Mail* and the *Vaughan Citizen*, on the Electronic Tendering Network and on the Ontario Public Buyer's Association Website on Thursday, June 21, 2007.

**Purpose**

The purpose of the Request for Proposal is to retain consulting services to prepare the City of Vaughan Environmental Master Plan. The Environmental Master Plan will function as the City's "Sustainability" plan and will inform and support the preparation of the Growth Management Strategy and provide guidance in how the City undertakes its operational, administrative and regulatory functions over the life of the plan.

**Background – Analysis and Options**

**Previous Council Action**

On September 25, 2006 Council adopted a recommendation originating with the Environmental Task Force which provided that a corporate-wide Environmental Master Plan (the "EMP") be developed as part of the Consolidated Growth Management Strategy – 2031. Staff was directed to prepare Terms of Reference for the EMP and report back with a draft, with timelines in concert with the Growth Management Strategy.

CITY OF VAUGHAN

**EXTRACT FROM COUNCIL MEETING MINUTES OF OCTOBER 9, 2007**

Item 3, EC Report No. 1 – Page 2

The Environmental Master Plan (the EMP) is one part of the four pronged Growth Management Strategy, which includes the updating of the Strategic Plan (Vaughan Vision 2020), the Official Plan Review and the preparation of a number of supporting Master Plans (e.g. Water and Sewer and Storm Water/Drainage).

On February 12, 2007 Council gave direction for Staff to proceed with the preparation of the Vaughan Consolidated Growth Management Strategy – 2031. On February 19, 2007 the Environmental Task Force approved the draft Terms of Reference for the Environmental Master Plan and authorized staff to issue a Request for Proposals to retain consulting services to assist in the preparation of the EMP on the basis of an upset budget of \$200,000.00. This decision was ratified by Council on March 19, 2007.

Also on March 19, Council directed that the Environmental Task Force's name be changed to the Environment Committee and that its mandate be broadened. The new mandate also included responsibility for the Environmental Master Plan. On June 11, 2007 Council formally established the Environment Committee as a Special Purpose Committee of Council under the Procedural By-law and adopted operating Terms of Reference for the Committee. The amendment to the Procedural By-law was enacted on June 25, 2007.

The Procurement Process

On June 21, 2007 the Request for Proposal (RFP07-077) was advertised in the *Globe and Mail* and the *Vaughan Citizen* and on the Electronic Tendering Network and the Ontario Public Buyer's Association Website. A total of seventeen RFP documents were issued. The closing date for submissions was Tuesday, July 17, 2007. A proponents' meeting was held on Tuesday, July 3, 2007.

A total of four compliant proposals were received from the following proponents.

**Consultant**

Gartner Lee Limited  
Markham, Ontario

Lura Consulting  
Hamilton, Ontario

The Sheltair Group/Jacques Whitford  
Vancouver, B.C.

DPRA Inc.  
Vaughan, Ontario

All of the proposals were within the upset fee range of \$175,000.00 to \$185,000.00 prescribed in the Request for Proposals.

An Evaluation Committee of City Staff was struck to review the proposals. The Committee included representatives from the City Manager's Office (1), Policy Planning (2), Buildings and Facilities (1), Economic and Technology Development (1) and Engineering (1). A representative from the Purchasing Department provided support with the process and administrative matters.

The Committee met on July 27 to evaluate the proposals on the basis of the criteria set out in the RFP, as summarized below:

## CITY OF VAUGHAN

### EXTRACT FROM COUNCIL MEETING MINUTES OF OCTOBER 9, 2007

#### Item 3, EC Report No. 1 – Page 3

- **Qualifications and Experience (50% of Score)**

This included factors like capability of the consultant team leader; qualifications and expertise of the team members; experience in similar studies; public sector experience; success in public and stakeholder consultation processes and quality of the proposed consultation plan.

- **Quality of the Proposal (20% of Score)**

This included the completeness of the submission; an understanding of the project requirements, organization and skill in communicating the project plan.

- **Project Management (20% of Score)**

This covered matters like the draft work program and timelines and the ability to meet the timing objectives for the completion of the study.

- **Financial (10% of Score)**

This included the project fee and the appropriate allocation of resources to the various phases or study tasks.

As a result of the evaluation of the written proposals, the Committee determined that the firms Gartner Lee, Sheltair/Whitford and DPRA should be interviewed. The RFP provided that a bonus of up to 25 points could be awarded as a result of the interviews. The three short-listed firms were interviewed on August 10, 2007.

Based on the evaluation process, including consideration of the written proposals, the interviews and a positive reference check, it is recommended that the consulting team led by the firm DPRA Inc. be retained to prepare the City of Vaughan Environmental Master Plan.

DPRA was found to have the skills and experience best attuned to the needs of the City. This includes experience in successfully completed projects in the City of Windsor (Environmental Master Plan) and the Town of Oakville (Environmental Strategic Plan); a sound preliminary consultation plan; and a diverse team that includes expertise in strategic planning, public consultation, social/cultural/economic issues; sustainable land use planning; and sustainable transportation.

#### Next Steps

Subject to their retention, the consultant will be preparing a detailed consultation plan, to obtain the input of Council, staff, stakeholders and the public. This will be presented at a future Environment Committee meeting along with the updated work plan.

#### Relationship to Vaughan Vision 2007

This report is consistent with priorities previously set by Council and funds for this project have been included in the 2007 Capital Budget. Preparation of the EMP is consistent with the objectives of Vaughan Vision 2007. Section 4, "Planning and Managing Growth", identifies the following objectives:

4.4 Ensure City wide protection of the Environment

4.4.4 Ensure that municipal operations are undertaken in an environmentally responsible manner.

**CITY OF VAUGHAN**

**EXTRACT FROM COUNCIL MEETING MINUTES OF OCTOBER 9, 2007**

Item 3, EC Report No. 1 – Page 4

**Regional Implications**

There are no Regional implications resulting from the adoption of this report.

**Conclusion**

Based on the evaluation of the written proposals, the subsequent interviews and reference checks, DPRA Inc. was found to have the experience and expertise that best addressed the requirements of the Request for Proposals. Therefore, it is recommended that the consulting firm DPRA Inc. be retained to prepare the City of Vaughan Environmental Master Plan.

**Attachments**

N/A

**Report Prepared by:**

Roy McQuillin, Manager of Corporate Policy, ext. 8211



**CITY OF VAUGHAN**

**EXTRACT FROM COUNCIL MEETING MINUTES OF OCTOBER 9, 2007**

Item 4, Report No. 1, of the Environment Committee, which was adopted without amendment by the Council of the City of Vaughan on October 9, 2007.

**4 SUSTAINABLE DEVELOPMENT THROUGH LEED**

**The Environment Committee recommends:**

- 1) That the recommendation contained in the following report of Councillor Shefman, dated September 24, 2007, be approved; and**
- 2) That staff bring back a report to the November 2007 Committee of the Whole (Working Session) meeting on sustainable development through LEED strategy for the City of Vaughan.**

**Recommendation**

Councillor Shefman recommends:

1. That the attached report, entitled "Sustainable Development through LEED", adopted by York Regional Council at its meeting of June 21, 2007 (Attachment 1), be received;
2. That staff review the subject report with a view to developing a similar strategy promoting sustainable development through LEED for the City of Vaughan; and
3. That staff provide a report to the Environment Committee outlining such strategy that includes energy conservation, water conservation, waste management and other environmental aspects of development.

**Economic Impact**

N/A

**Communication Plan**

The development of such strategy will include consultation with the Region of York and key stakeholders.

**Purpose**

To develop a strategy for the City of Vaughan that promotes sustainable development through LEED.

**Background - Analysis and Options**

The City of Vaughan has recently undertaken initiatives to support sustainable development through new requirements for municipal buildings, new residential development and private buildings, such as the New City Hall, Powerstream building and proposed ENERGY STAR development in Block 39.

It is appropriate for the Environment Committee to take the lead in developing a framework that supports long-term sustainable development that is complementary to the policy being developed by the Region of York.

**CITY OF VAUGHAN**

**EXTRACT FROM COUNCIL MEETING MINUTES OF OCTOBER 9, 2007**

Item 4, EC Report No. 1 – Page 2

**Relationship to Vaughan Vision 2007**

- A-2 Promote community safety, health and wellness
- A-3 Safeguard our environment
- A-5 Plan and manage growth

**Regional Implications**

To be determined

**Conclusion**

Promoting sustainable development through LEED has a number of benefits including conservation of energy and water, waste management, creating healthier work, learning and living environments. It is recommended that staff review the Region of York's report on the subject matter and develop a complementary strategy for the City of Vaughan, for the Environment Committee's review.

**Attachments**

Attachment 1 Report of the Region of York, entitled "Sustainable Development through LEED"

(A copy of the attachments referred to in the foregoing have been forwarded to each Member of Council and a copy thereof is also on file in the office of the City Clerk.)

**CITY OF VAUGHAN**

**EXTRACT FROM COUNCIL MEETING MINUTES OF OCTOBER 9, 2007**

Item 5, Report No. 1, of the Environment Committee, which was adopted without amendment by the Council of the City of Vaughan on October 9, 2007.

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**5                    PRESENTATION – MR. BRIAN SHIFMAN AND MR. ADAM ARNOLD OF  
SMART COMMUTE-NORTH TORONTO, VAUGHAN, WITH RESPECT TO SMART COMMUTE**

The Environment Committee recommends that the presentation of Mr. Brian Shifman, Executive Director and Mr. Adam Arnold, Program Manager, Smart Commute – North Toronto, Vaughan, and the presentation material submitted, be received.