

ENVIRONMENT COMMITTEE – SEPTEMBER 24, 2007

ADMINISTRATIVE AND REPORTING STRUCTURE ENVIRONMENT COMMITTEE

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.

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:

- 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

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Respectfully submitted,

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