

ENVIRONMENT COMMITTEE – OCTOBER 22, 2007

ADMINISTRATIVE AND REPORTING STRUCTURE ENVIRONMENT COMMITTEE

Recommendation

The City Manager and the Manager of Corporate Policy recommends that:

1. The Administrative and Reporting Structure for the Environment Committee forming Attachment No. 1 be received;
2. The recommended Administrative and Reporting Structure for the Environment Committee 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

Any changes 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. This report responds to the Environment Committee's request for further clarification of the structure set out in a report to the September 24, 2007 meeting of the Environment Committee (Attachment No. 2).

Background – Analysis and Options

Background

At its September 24, 2007 meeting the Environment Committee had before it a report entitled "Administrative and Reporting Structure, Environment Committee". The following motion was adopted, which was ratified by Council on October 9, 2007.

- 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 on October 22, 2007;
- 3) That the following report of the City Manager, dated September 24, 2007, be received.

This report has been prepared in response to this direction.

Clarification of the Reporting and Administrative Structure for the Environment Committee

On September 24 the Environment Committee sought clarification on the reporting and administrative structure for the Committee. The September 24 report dealt specifically with the staff assigned to support the operations of the Committee. It did not include all of the reporting relationships. What was not shown was the relationship between the Commissions and the Environment Committee. This will be a critical component of the Committee's work.

This has been addressed in the organizational chart that forms Attachment No. 1 to this report. It illustrates how the various Commissions will report through their respective Commissioners to the City Manager. Inter-commission consultation and planning on these matters will take place through the Senior Management Team.

Support for the Committee will be provided by the Manager of Corporate Policy and the Economic Developer-Environmental Sector. The Manager of Corporate Policy also functions as the Project Coordinator for the Environmental Master Plan. The Economic Developer-Environmental Sector will report directly to the Manager of Corporate Policy in support of the preparation of the Environmental Master Plan. The Committee support function (Manager of Corporate Policy) reports to the City Manager and this resource is also available to work with one or more of the Commissions on a project basis.

The Economic Developer – Environmental Sector will continue to work in the Economic Development Department on environmental initiatives relating to business/industrial and economic development matters, reporting to the Manager of Economic Development. The Economic Developer – Environmental Sector will help to link the Corporate Policy and the Economic Development Departments, being the two departments playing the main role in supporting and facilitating the operations of the Environment Committee. This is consistent with the Terms of Reference for the operation of the Environment Committee.

The purpose of this approach is to provide a flexible structure that will optimize the level of support to the Environment Committee and the Commissions.

The Environment and Sustainability as a City-Wide Priority

Reporting to the City Manager, the Manager of Corporate Policy and the Economic Developer-Environmental Sector will play a dual role by supporting and facilitating the operations of the Environment Committee and by working on the preparation of the Environmental Master Plan. The Environmental Master Plan is one of the four components of the City's Growth Management Strategy. Responsibility for the preparation of the Environmental Master Plan has been assigned to the Environment Committee in its Terms of Reference.

Given the diversity of the City's operational and regulatory functions, each commission will develop their own plans and expertise, supported by the Environmental Master Plan process, to address the environmental issues under its jurisdiction. Departments will work through their Commissioners who will report to the Environment Committee on environmental/sustainability matters, subject to consultation with the Senior Management Team.

This approach is consistent with the objective of identifying the environment and sustainability as corporate priorities

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

In moving forward with its plans and objectives, it will be important to ensure that the Environment Committee's operations are well-supported. Staff is satisfied that the proposed administrative and reporting structure described in this report will provide the Committee with the necessary assistance. The information provided in this report elaborates on the structure recommended in the report to the Committee on September 24, 2007. It expands on the early report by identifying the reporting relationships between the Environment Committee and the Commissions. The recommended approach provides for the flexible and efficient application of resources to the Committee and maintains a corporate focus on the environment and sustainability.

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 to determine 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 and the preparation of the Environmental Master Plan identified herein on Attachment No. 1 be received and that this arrangement be reviewed after the completion of the Environmental Master Plan.

Attachments

1. Environment Committee – Administrative and Reporting Structure
2. September 24, 2007 Report to the Environmental Task Force

Report Prepared by:

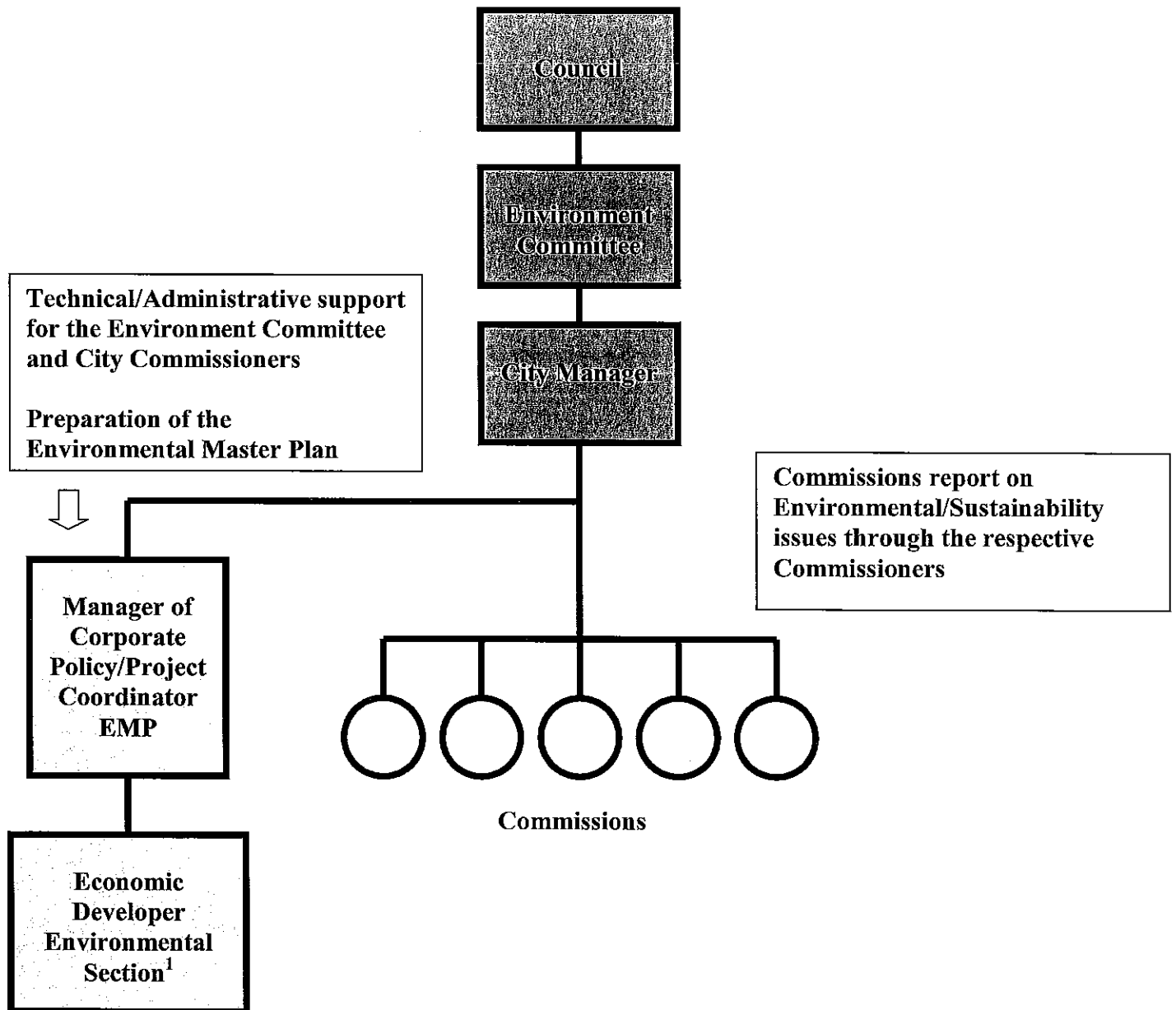
Roy McQuillin, Manager of Corporate Policy, ext. 8211

Respectfully submitted,

Michael DeAngelis
City Manager

Roy McQuillin
Manager of Corporate Policy

Environment Committee Administrative and Reporting Structure



¹ Economic Developer – Environmental Sector:

- Reports directly to the Manager of Corporate Policy in the preparation of the Environmental Master Plan and reports indirectly with support for the Environmental Committee.
- Maintains role in Economic Development on Environmental initiatives in that sector.

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

Report Prepared by:

Roy McQuillin, Manager of Corporate Policy, ext. 8211

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'M. DeAngelis', with a stylized flourish at the end.

Michael DeAngelis
City Manager

ENVIRONMENT COMMITTEE

ADMINISTRATIVE AND REPORTING STRUCTURE

