

Adopted by Council at its meeting held September 21, 2015 [M392-2015]

/AC

Windsor, Ontario September 21, 2015

REPORT NO. 290 of the
ENVIRONMENT, TRANSPORTATION & PUBLIC SAFETY
STANDING COMMITTEE
of its meeting held August 26, 2015

Present: Councillor Fred Francis
Councillor Chris Holt
Councillor Hilary Payne (Vice Chair)
Councillor Paul Borrelli

Regrets: Councillor Bill Marra


That the following recommendations of the Environment, Transportation and Public Safety Standing Committee **BE APPROVED:**

Moved by Councillor Borrelli, seconded by Councillor Francis,
That City Council **APPROVE** Option 1 – to continue with the Environmental Master Plan Review & Update as scheduled in 2017-2018, no additional funds are required.


Carried.

Liveline #17807, SW/8523

Clerk's Note: The administrative report authored by the Environment and Sustainability Coordinator dated July 3, 2015 entitled "*Response regarding the scheduled Environmental Master Plan review and update*" is **attached** as background information.

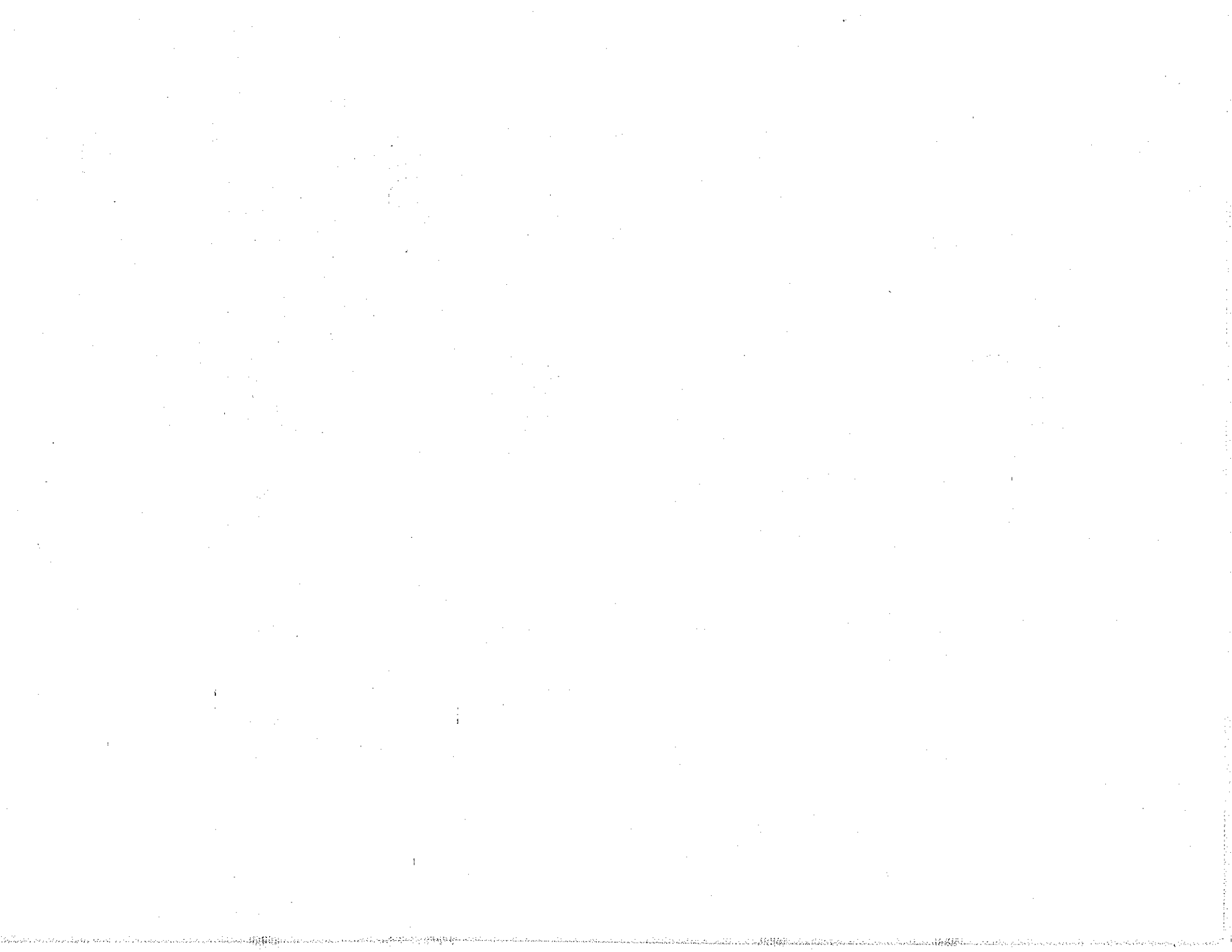


CHAIRPERSON



SUPERVISOR OF COUNCIL SERVICES

NOTIFICATION:	
NAME	CONTACT INFORMATION
WECEC	



THE CORPORATION OF THE CITY OF WINDSOR
Environment, Transportation & Public Safety Standing Committee -
Admin Report - Environment Transportation

**MISSION STATEMENT:**

"Our City is built on relationships – between citizens and their government, businesses and public institutions, city and region – all interconnected, mutually supportive, and focused on the brightest future we can create together."

LiveLink REPORT #: 17807 SW/8523	Report Date: July 3, 2015
Author's Name: Averil Parent	Date to Standing Committee: August 26, 2015 PW#4097 jc – 8/12/15jbm
Author's Phone: 519 253-7111 ext.3290	Classification #:
Author's E-mail: averil.parent@citywindsor.ca	

To: Environment, Transportation & Public Safety Standing Committee

Subject: Response regarding the scheduled Environmental Master Plan review and update

1. RECOMMENDATION: City Wide: Ward(s): _____

To Council for DIRECTION to proceed with ONE of the options contained in the report herein, with Options 2 or 3, if selected, to be brought forward as issues in the 2016 Operating Budget.

EXECUTIVE SUMMARY:

N/A

2. BACKGROUND:

The Environmental Master Plan (EMP) was adopted by City Council on July 24, 2006 (CR374/2006). The EMP is a guiding document for the Corporation of the City of Windsor's environmentally related activities and incorporates sound environmental practice into daily operations and decision-making. The Environmental Master Plan was scheduled to be reviewed and updated in 2014 but this was not completed. Currently, it is scheduled to be updated in 2017/2018, using existing staff resources.

At the June 17th Environment, Transportation & Public Safety Standing Committee meeting the following motion was made in regards to the Environmental Master Plan Update Report:

Moved by Councillor Payne, seconded by Councillor Francis,

THAT the report of the Environmental Stability Coordinator entitled "Environmental Master Plan Update" BE RECEIVED for information, and;

THAT Administration REPORT BACK to the next meeting of the Environment, Transportation & Public Safety Standing Committee, as to the feasibility of completing an

update of the Environmental Master Plan earlier than the original anticipated timeline of 2017/2018.

Carried.

3. DISCUSSION:

Staff responsible for implementing and monitoring the Environmental Master Plan (42 action items, multiple steps per item) is also responsible for implementing and monitoring the Climate Change Adaptation Plan (28 action items). This involves developing and implementing policies, programs and educational materials in consultation with various City of Windsor departments. This team is also responsible for the coordination of the Windsor Essex County Environment Committee (WECEC), as well as remaining knowledgeable and up to date on the constantly evolving Environment and Sustainability industry.

Currently this team consists of 2.0 FTE staff positions, with 0.5 FTE dedicated to coordinating WECEC. Currently, a consultant has been retained to develop a Corporate Climate Change Action Plan (CAP) as well as a Community Energy Plan (CEP) beginning in the fall of 2015 to be completed in the fall of 2017. It is estimated that approximately 0.75 FTE out of the available 1.5 FTE will be dedicated to the development of these Plans during this time, leaving only 0.75 FTE remaining to continue the tasks mentioned above.

The proposed review and update of the EMP scheduled to take place in 2017/2018 would be done in-house using existing resources. Approximately 0.75 FTE over a 1 year period would be required to complete the EMP review and update. A large amount of public input would be required as well as creating and integrating new action items into the Plan based on emerging issues.

Conducting a review and update of the EMP simultaneously with the development of the CAP and CEP would not be feasible under current circumstances as this would exhaust the staff resources available. All available staff time dedicated to EMP and Climate Change initiatives would be consumed with these two projects and therefore no action items would be developed or implemented during an immediate review and update of the EMP.

	Staff Time	Timeline
Normal Staff Resources available	1.50 FTE	
Staff resources required for the development of the Corporate Climate Change Action Plan and Community Energy Plan	0.75 FTE	2015-2017
Staff resources required for an immediate review and update of the EMP	0.75 FTE	2016-2017
Remaining Staff Resources for EMP & Climate Change Adaptation Plan implementation	0.00 FTE	2016-2017

Three options are available for consideration:

Option 1: Review and update the EMP in 2017-2018, as originally scheduled.

Option 2: Provision of funds for the hiring of a temporary Environment & Sustainability Coordinator (one year term) - An immediate review and update of the EMP would be able to proceed with the temporary hiring of a temporary Environmental & Sustainability coordinator. This would cost approximately \$67,076 and would be incremental to the current operating budget.

Option 3: Provision of funds for the hiring of a consultant to review and update the EMP - It is estimated that a consultant could be hired for \$100,000 to complete an immediate review and update of the EMP. Again, these costs would be incremental to the current operating budget.

4. RISK ANALYSIS:

Proceeding with any of the three options mentioned above does not pose a resource risk. Proceeding with an immediate review and update of the EMP without allocating additional funds will pose a significant resource risk to the Environmental Master Plan staff considering their present work load. This will also pose a significant cross-corporate risk as various departments depend on assistance from EMP staff to assist them in implementing their EMP actions, and there would be no EMP staff time available to them.

In addition, the EMP was developed with input from several City of Windsor departments and agencies, and it would be requested that these groups be involved as resources during a review and update of the EMP. These same departments and agencies will be involved in the development of the Corporate Climate Change Action Plan and Community Energy Plans to be developed from 2015 to 2017. To request these departments also take place in a review and update of the Environmental Master Plan during this time may pose an additional resource risk to these departments.

Proceeding with the scheduled review and update of the EMP does not pose a timing risk as new environmental information and emerging issues are constantly being incorporated and included in the work of the EMP team (example: Climate Change Adaptation is not included in the EMP however we were one of the first municipalities in Canada to develop a Climate Change Adaptation Plan). Proceeding with an immediate review of the EMP with adequate funds does not pose a timing risk.

Proceeding with any of the options proposed does not pose a community impact risk.

5. FINANCIAL MATTERS:

The financial impacts of implementing the three options discussed above are as follows:

Option 1: To continue with the EMP review and update as scheduled in 2017-2018, no additional funds are required.

Option 2: To hire another temporary staff member to facilitate an earlier review and update of the EMP would require an additional \$67,076 (salary plus benefits) in operating expenses.

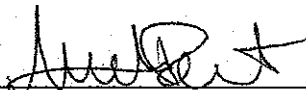
Option 3: To hire a consultant to facilitate an earlier review and update of the EMP would require an additional \$100,000 in operating expenses. This figure is an estimate based on other plans that the department has retained consultants for recently.

Should Council choose Options 2 or 3, an issue will be put forward as part of the 2016 Operating Budget.

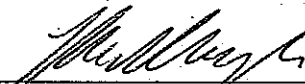
6. CONSULTATIONS:

7. CONCLUSION:

Conducting a simultaneous review and update of the EMP as well as the development of the Corporate Climate Change Action Plan and Community Energy Plan is not recommended unless additional resources are allocated.



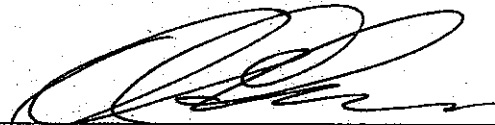
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Environmental Protection and Transportation



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Corporate Leader Finance & Technology



HELGA REIDEL
Chief Administrative Officer

/jc

APPENDICES:

DEPARTMENTS/OTHERS CONSULTED:

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Phone #: 519 ext.

NOTIFICATION :

Name	Address	Email Address	Telephone	FAX