



Staff Report

Administration

Report To: Committee of The Whole
Meeting Date: June 10, 2019
Report Number: FAF.19.083
Subject: Sustainability Committee Needs & Resourcing
Prepared by: Shawn Everitt, Interim Chief Administrative Officer

A. Recommendations

THAT Council receive Staff Report FAF.19.083, entitled "Sustainability Committee Needs & Resourcing" for information purposes.

B. Overview

This staff report provides Council with information regarding a resourcing request that may come forward from the Sustainability Committee.

C. Background

The Council appointees to the Sustainability Committee, being Deputy Mayor Bartnicki, Councillor Matrosov, and Councillor Potter met in open session on May 24, 2019 to discuss potential resourcing needs for the Sustainability Committee. Because the public members had not been formally appointed, the Committee did not have quorum which resulted in general discussion only with no motions being passed. The Committee has experienced a delayed start while membership is formalized and would like to ensure any resourcing requirements for initiatives, research, or other tasks as identified, are met moving forward.

D. Analysis

At the May 24, 2019 meeting staff noted they would develop a job description for a contract position based on a hybrid between a Sustainability Coordinator job description, a Project Specialist job description, and an Administrative Assistant job description. This job description will be presented at the first meeting of the Sustainability Committee with the full member complement for discussion and consideration. It was noted that the Committee may deem a contract hire unnecessary and opt to form sub-committees to address the key tasks and deliverables utilizing the Committee expertise, but this is unknown until the group can review a draft job description and discuss options.

Staff will work with the Committee to determine the best resourcing option and follow-up with Council with this information.

E. The Blue Mountains Strategic Plan

Goal #1: Create Opportunities for Sustainability

Objective #1 Retain Existing Business

Objective #2 Attract New Business

Objective #3 Promote a Diversified Economy

Objective #4 Support Value-Added Agriculture and Culinary Tourism

Objective #5 Improved Visibility and Local Identity

Goal #2: Engage Our Communities & Partners

Objective #1 Improve External Communication with our Constituents

Objective #2 Use Technology to Advance Engagement

Objective #3 Strengthen Partnerships

Goal #3: Support Healthy Lifestyles

Objective #1 Promote the Town as a Healthy Community

Objective #2 Increase the Range of Housing Choices and Promote Housing Affordability

Objective #3 Manager Growth and Promote Smart Growth

Objective #4 Commit to Sustainability

Goal #4: Promote a Culture of Organizational & Operational Excellence

Objective #1 To Be an Employer of Choice

Objective #2 Improve Internal Communications Across our Organization

Objective #3 To Consistently Deliver Excellent Customer Service

Objective #4 To Be a Financially Responsible Organization

Objective #5 Constantly Identify Opportunities to Improve Efficiencies and Effectiveness

Goal #5: Ensure Our Infrastructure is Sustainable

Objective #3 Implement Best Practices in Sustainable Infrastructure

F. Environmental Impacts

N/A

G. Financial Impact

Should the Committee determine to move forward with hiring a contract staff person, there will be associated human resources costs. The funding source options would be identified by staff with final approval by Council.

H. In consultation with

Sustainability Committee Members of Council

Ruth Prince, Director of Finance & IT Services/Treasurer

Jennifer Moreau, Director of Human Resources

I. Public Engagement

The topic of this Staff Report has not been subject to a Public Meeting and/or a Public Information Centre as neither a Public Meeting nor a Public Information Centre are required. However, any comments regarding this report should be submitted to Shawn Everitt, cao@thebluemountains.ca.

J. Attached

None

Respectfully Submitted,

Shawn Everitt
Interim Chief Administrative Officer

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