



Staff Report

Administration

Report To: Sustainability Committee
Meeting Date: July 10, 2019
Report Number: FAF.19.135
Subject: Sustainability Committee Resources
Prepared by: Shawn Everitt, CAO

A. Recommendations

THAT Council receive Staff Report FAF.19.135, entitled "Sustainability Committee Resources" for information purposes;

AND THAT the Sustainability Committee request that Council consider additional funding to an upset limit of \$21,000 be established in 2019 and \$58,000 in 2020 to hire a 12 month contract Sustainability position reporting to the CAO and to provide resources to the Sustainability Committee;

AND THAT the Sustainability Committee request that staff develop a Request for an Additional Full Time Staff Position "Manager of Sustainability" for consideration in the proposed 2020 Budget;

B. Overview

This report requests that additional staff resources for the Sustainability Committee be considered by Council.

C. Background

The Town between 2009 and 2015 had in its staff compliment an Environmental Initiatives Coordinator. The position at the time was within the Engineering and Public Works Department and reported to the Manager of Solid Waste and Environmental Initiatives.

In 2008 and 2009, the Sustainable Path was a significant project that fell within the scope of work that the Manager of Solid Waste and Environmental Initiatives and the Environmental Initiatives Coordinator considered a priority and worked closely with the Town's CAO.

During this time between 2009 and 2015, significant public and stakeholder consultation took place and in addition the Sustainability Committee was extremely focused and very active.

In addition to the Sustainability work, the Environmental Initiatives Coordinator was also the lead staff resource on the Agricultural Advisory Committee.

In 2015, the position of Environmental Initiatives Coordinator became vacant and at the time was not replaced. The review of the position identified that a stronger focus and more detailed Job Description that clearly identified the responsibility to sustainability initiatives was needed to provide success.

In 2016 a Job Description was approved, however the approval of a Sustainability Initiatives Manager was unsuccessful and was not included in the 2016 approved Budget.

In 2017, the Sustainability Committee requested to council that the Sustainability Committee be dissolved. The lack of staff resources available to the Committee at the time affected the ability of the Committee to be project oriented and actionable on the Sustainable Path.

D. Analysis

Town staff are recommending that the position of Environmental Initiatives Coordinator is extremely important to the success of the Sustainability Committee and the completion of priority actions that will be recommended by the Committee and approved by Council.

Currently, the CAO has been identified as the staff resource along with Administrative support from the Executive Assistant to Committees. Staff is suggesting that a contract position would be beneficial to provide the required focused attention and be the lead staff resource for the Committee. The Executive Assistant to Committees who is providing administrative support services for five other Committees cannot be the resource for gathering and reviewing materials and drafting reports for the Sustainability Committee.

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 Manage 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 #1 Develop a Long-Term Asset Management Plan for the Maintenance, Renewal and Replacement of Existing Infrastructure

Objective #2 Avoid Unexpected Infrastructure Failure and Associated Costs and Liability

Objective #3 Implement Best Practices in Sustainable Infrastructure

Objective #4 Ensure that Infrastructure is Available to Support Development

F. Environmental Impacts

The Sustainability Committee will be tasks with the full range of our Community's sustainability

G. Financial Impact

12 month contract position

- Current funding available – No funding available for in-house staffing due to Gas Tax Funding limitations.

Proposed funding required based on draft 12 month contract position job description (attachment 1)

- \$76,500
 - 2019 – 19,125 3 months of the 12 month contract
 - 2020 - \$57,375 9 moths of the 12 month contract

Staff is suggesting that funding be allocated from working capital for 2019 and that taxation be the funding source for 2020.

H. In consultation with

Director of Finance and IT Services

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.

J. Attached

1. Draft 12 month contract position
2. Draft Environmental Initiatives Coordinator Job Description

Respectfully Submitted,

Shawn Everitt
Chief Administrative Officer

For more information, please contact:
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TOWN OF THE BLUE MOUNTAINS

JOB DESCRIPTION

Draft: July 2019

Position Title: Sustainability Initiatives Coordinator
Department: Administration
Reports To: CAO
Job Grade: TBD

Position Summary

- Assist the Town in being a leader in sustainability by assisting and supporting the Sustainability Committee and the development of corporate and community projects and initiatives.

Key Duties and Responsibilities

- Assist in the creation, organization and administration of stakeholder Committees/working groups related to sustainability initiatives. Will involve time outside normal working hours.
- Assist in developing public awareness components to be delivered through public or Council presentations, radio, print and web media.
- Conduct research, formulate reports, create grant applications and conduct procurement activities related to various environmental issues such as: greenhouse gas emissions, renewable energy, solid waste, conservation, and more.
- Coordinate the creation, implementation and ongoing review of corporate plans and policy related to sustainability.
- Assist with or lead public and employee education and awareness programs with respective to sustainability initiatives and their implementation.
- Provide creative input on a variety of sustainability campaigns which will include print, radio and web based media development, working with staff, consultants and contractors to coordinate accurate, captivating and informed messaging.
- Organize, prepare and participate in local events that provide the opportunity to display the Town's sustainability efforts and actions. May involve time outside of normal working hours.

- Assist in incorporating the social/cultural and economic pillars of sustainability into all projects.
- Personally comply with all health and safety practices as it relates to the work in accordance with standard operating guidelines and the Occupational Health & Safety Act.
- Perform other related duties as required.

Job Details

Hours of Work: 35 hour work week Monday to Friday from 8:30am – 4:30pm with a 1 hour lunch break. May be required to work evening and weekends from time to time

Direct Reports: None

Overtime: Applies

Driver’s License: Required No _____ Yes X Class G

Education and Experience:

- Requires a 3 year university degree in environmental studies, science or geography or equivalent.
- Minimum 3 years working experience in the environmental field



TOWN OF THE BLUE MOUNTAINS
JOB DESCRIPTION
Draft: July 2019

Position Title: Sustainability Initiatives Manager
Department: Administration
Reports To: Chief Administrative Officer
Job Grade: TBD

Position Summary

- Position will lead staff and council to ensure that the Town is meeting its obligations as “custodian” of the Sustainable Path sustainable community plan, by acting as a leader by providing guidance to the Sustainability Committee in its activities and being responsible for the staff resources to the Sustainability committee.
- Position will be responsible for ensuring that the Town is meeting its Sustainable Path obligations as a community stakeholder organization by being responsible for the coordination, development, implementation, monitoring, measurement, internal and external communication and reporting of a comprehensive corporate sustainability program that incorporates sustainability into all aspects of Town operations and continually advances the Town toward becoming more environmentally, socially and economically sustainable.
- Assists the CAO and departmental Directors to apply principles and practices through consultation with the Sustainability Committee to improve the way we do business and meet the needs of the community by becoming more efficient while maintaining our sustainability objectives.

Key Duties and Responsibilities

Responsibility for leading the implementation of Town sustainability activities (65%):

- As the lead staff resource of sustainability within the Town, a key responsibility is to ensure that the principles of sustainability are embedded as a culture in all Town policies and activities.
- Assist and support the CAO and department heads to ensure that each Town department identifies, plans, budgets for, and implements annual sustainability goals and initiatives. Without limiting the foregoing, this work may include conducting research, formulating reports, drafting and recommending sustainability policy, taking the lead or assisting in the preparation of grant applications, and assisting with procurement activities related to various aspects of sustainability. It may also include coaching, mentoring and educating Town staff re: the concept of sustainability, including the multiple impacts of actions on the environment, social equity and the economy
- Act as a coach, guide and mentor to assist and support departmental staff with initiating and implementing their specific sustainability projects and initiatives;

- Advise and make recommendations to departmental staff as to how they can best collect, analyze, monitor and report on data that relates to the progress or success of sustainability initiatives
- Have oversight and report to the CAO to ensure that departments are collecting, analyzing, monitoring and reporting on data that relates to the progress or success of sustainability initiatives.
- Coordinate and communicate with staff at all levels of the organization; provide decision-makers with information on sustainability issues.
- Responsible for coordinating and ensuring regular reporting to senior management, Council and the Public regarding the Town's progress related to sustainability initiatives
- Serve as main public contact for issues and advances in sustainable practices within Town operations, providing the connection between the Town and the Sustainability Committee
 - Personally comply with all health and safety and safety practices as it relates to the work, standard operating guidelines and the *Occupational Health and Safety Act*.
 - Perform other duties as may be assigned in accordance with corporate objectives.

Support & Resource to Sustainability Committee (the "committee") - (35%):

- Leads the Committee in its efforts to provide oversight on the sustainability activities of the Sustainability Committee and its partners, including the Town, by maintaining contacts and ongoing discussions with community organizations a developing and recommending mechanisms by which the committee can monitor, communicate & report on the sustainability activities and results of the various organizations across the community
- Conduct the monitoring, communication and reporting activities outlined above, on behalf of the Committee, developing public awareness components to be delivered through public or Council presentations, radio, print and/or web media.
- Coordinate networking and collaboration opportunities among the various community organizations/stakeholders, where appropriate;
- Guides the Committee in coordinating adjustments to, and renewal of the Town's Sustainability Plan over time; and
- Works collaboratively with the Committee Chair and members in engaging community partners;
- With the assistance of a corporate administrative resources, coordinate committee meetings, including establishing and advertising meeting dates and time, booking meeting room, preparing agendas and minutes

Job Details

Hours of Work: Standard work week (35 hours) with a 1 hour lunch break (evening and weekends may be required from time to time)

Direct Reports: 0

Overtime: Applicable

Driver's License Required: No: Yes: X Class: G

Education and Experience:

Bachelor's degree in Environmental Studies or related field and five years' experience related to this area

- Technical expertise for addressing sustainability issues
- Proven skills and experience in leading a wide variety of projects.
- A Project Management Professional (PMP) designation is considered an asset
- Excellent organizational and analytical skills
- Previous experience in a municipal environment is considered an asset
- Previous demonstrated experience in leading teams to successful outcomes
- Strong understanding and knowledge of communications and public relations
- Strong interpersonal, communications and public relations skills and experience, and the ability to work effectively and diplomatically with a wide range of personality types and stakeholders, including volunteers
- Excellent working knowledge of personal computer applications such as excel, PowerPoint and Word.