

City of Edmonton



Environmental Policy Leadership Committee

Terms of Reference

**Approved by Senior Management Team
February 22, 2008**

ENVIRONMENTAL POLICY LEADERSHIP COMMITTEE TERMS OF REFERENCE

1.0 PURPOSE AND SCOPE

The Environmental Policy Leadership Committee ensures that the planning, implementation and monitoring of environmental management functions within civic operations are carried out in a coordinated, effective and efficient manner. This includes but is not be limited to integrating the implementation of the City's Environmental Policy C512, the 2006 Environmental Strategic Plan and Enviso, the City's Environmental Management System.

The Environmental Policy Leadership Committee considers the environment in its broadest possible terms. As such, the Committee's mandate includes all matters, activities and operations of every City Department that impact on the environment, as well as all related regulatory and enforcement functions of the City Administration.

The Environmental Policy Leadership Committee reports to Senior Management Team. Senior Management Team provides a more specific mandate direction to the Environmental Policy Leadership Committee which will be reviewed on an annual basis (see Appendix 1)

2.0 MEMBERSHIP AND ORGANIZATION

2.1 Membership of the Environmental Policy Leadership Committee is drawn from Branch Managers from the following Branches:

Asset Management & Public Works Department

- Energy Environment and Natural Areas (Chair)
- Project Management & Construction
- Drainage Services
- Waste Management
- Parks

Community Services Department

- Fire Rescue Services
- Recreation Facility Services
- Neighbourhood and Community Development

Corporate Business Planning Department

- Corporate Business Strategy and Performance Planning

Corporate Services Department

- Mobile Equipment Services
- Law
- Communications

Planning & Development Department

- Planning & Policy Services

Transportation Department

- Transportation Planning

- 2.2 A representative from EPCOR (Sustainable Development Section) will be a corresponding member, available on an issue specific basis.
- 2.3 In the case of a Branch Managers absence for a given meeting, an approved designate can attend as an alternate.
- 2.3 Regular meetings of the Environmental Policy Leadership Committee will be chaired by the Manager, Energy, Environment and Natural Areas Branch, Asset Management & Public Works.
- 2.4 Secretarial services and Committee support will be provided by Asset Management & Public Works.
- 2.5 Meetings of the Environmental Policy Leadership Committee will typically be held on a regular basis (or as required to deal with a particular issue).

3.0 ROLE AND FUNCTION

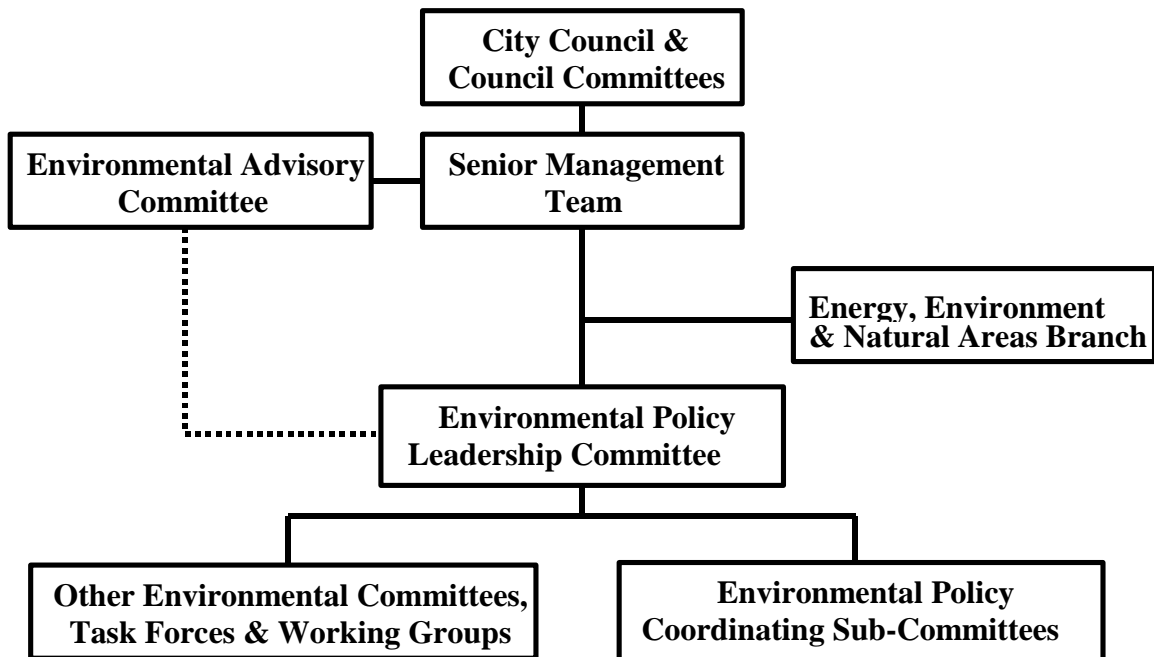
- 3.1 Implement the City's Environmental Policy C512, the Environmental Strategic Plan and other corporate environmental initiatives provided by Senior Management Team and City Council.
- 3.2 Champion, guide and monitor the development and implementation and continual improvement of Enviso, the City's Environmental Management System including (a) preventing pollution, (b) continually improving environmental performance, and (c) meeting or exceeding environmental legal requirements.
- 3.3 Recommend administrative environmental policies and procedures to Senior Management Team and make recommendations regarding broader environmental policies to City Council through Senior Management Team.
- 3.4 Provide advice regarding emerging environmental issues and environmental opportunities to Senior Management Team. Emerging issues and opportunities may come from Administration,

the Environmental Advisory Committee, citizens or other expert sources.

- 3.5 Recommend to Senior Management Team annual priorities, objectives, targets and budget requirements to meet environmental goals identified in the Environmental Strategic Plan and monitor the results of initiatives to achieve the targets.
- 3.6 Provide corporate environmental reporting to Senior Management Team and City Council.
- 3.7 Establish, and provide guidance to, sub-committees or task forces to address specific environmental issues.
- 3.8 Share information with the Environmental Advisory Committee through circulation of minutes, occasional joint meetings and other appropriate mechanisms for sharing of information.
- 3.9 To review and approve Energy Management Revolving Fund (EMRF) projects, which meet criteria set by Senior Management Team.

4.0 CITY OF EDMONTON ENVIRONMENTAL MANAGEMENT

Functional Organization Chart



Environmental Policy Leadership Committee Operating Model

- The Environmental Policy Leadership Committee meets on a monthly basis, typically the 2nd Thursday of the month.
- Meetings are typically two hour meetings held.
- The meeting agenda and minutes will be drafted by the Energy, Environment and Natural Areas Branch.
- A call for agenda items will be made one week prior to a regular meeting and the agenda will be distributed at least two days prior to the meeting.
- The Committee Membership is as shown in the Terms of Reference with representatives from other areas invited to attend as required to deal with specific issues. Areas include but not limited to:
 - Intergovernmental Affairs
 - Finance Branch
 - Materials Management Section
- Annual objectives will be reviewed and finalized by the EPCC and SMT early in the calendar year.