



Project Charter – 1.2 Municipal Environmental Regulation for Development Projects

Function: Office of the CAO

Project Team

Project Manager: CAO

Project Coordinator: Economic Development Coordinator

Summary

This project will review current Municipal By-laws and Agreements, as well as Provincial and Federal Regulations related to the control of noise, light, and pollutants, such as dust, resulting from Development. This project will also consider potential modifications to Municipal By-laws and Agreements, together with the requirements to provide enforcement.

Deliverables and Objectives

An initial report (Phase 1) will be prepared and presented to Council to provide background on current By-laws, Agreements and Regulations. A further report (Phase 2) may be prepared if requested by Council that will consider updates to Municipal By-laws and further outline Municipal capacity to technically enforce any By-laws considered by the Municipality. The Municipality will obtain legal input into both phases to confirm responsibilities.

Benefits

- A clear understanding of the Municipality's role in the enforcement of environmental issues surrounding development and in relation to potential activities on Federal lands.
- An opportunity to update Municipal By-laws.
- Development of an FAQ on who does what?

Scope Description

- Review and assess environmental regulations including existing Municipal policies and current enforcement in relation to air quality, noise, light, erosion control applicable to new construction activities in Meaford.
- Determine and implement appropriate actions to refine and/or adopt and enforce Municipal regulations and processes to address these potential environmental health impacts.

Out of Scope

- Actions outside of Municipal authority
- Existing provincial and federal regulations specifying environmental regulations
- Actions associated with climate change and greenhouse gas emissions
- Certification programs
- Actions associated with waste reduction or recycling
- Healthy soil
- Natural Heritage or Natural Hazard matters.

Process/Schedule

- Research existing By-laws, Agreements and Regulations – 3 months
- Options review with staff and legal Counsel – 5 months
- Report to Council with implementation - 2 months

Risks

Risk Description	Probability	Impact <i>significance</i>	Action to Avoid Risk
<ul style="list-style-type: none"> • Public Expectations 	High	High	Clearly identify scope in initial report
<ul style="list-style-type: none"> • Staff Resources to implement change 	Medium	Medium	Clearly identify resources and expertise to implement updates to By-laws.

Risk Description	Probability	Impact <i>significance</i>	Action to Avoid Risk
<ul style="list-style-type: none"> Significant Legal Costs 	Medium	Medium	Consider legal implication in review.

Budget / Resources

Phase 1

Background Review – Staff Review – 50 hours

Legal Input - \$20,000

Phase 2

Staff Review of options – 100 hours

Legal Review - \$40,000

Charter Adoption

Date: _____

CAO: _____

Project Manager: _____

Appendix 1 – Project Governance (RASCI) Responsibility Assignment Matrix

Individual	Responsible	Accountable	Supportive	Consulted	Informed	Expertise / Reasoning
CAO	X	X	X	X	X	<i>Agreements</i>
ED Coordinator			X		X	
DS Director			X	X	X	<i>Planning</i>
By-law Mgr				X	X	<i>By-law and Enforcement</i>
Clerk				X	X	<i>By-law updates</i>
Treasurer				X	X	<i>Financial Impact</i>

Responsible – The project owner. There can be multiple people responsible for a task.

Accountable – This person has final control over a project task and the resources associated with it. They will generally assign and delegate project work responsibilities. Only one person accountable to one task.

Supportive – Supportive people are able to provide resources to the Responsible project team members. They are actively involved in working with the Responsible person to see the project through to completion. Supportive persons and Responsible persons both have the same goals to achieve.

Consulted – Those who are Consulted are there to help the Responsible person finish tasks with success. These people can be consultants in their respective field that bring valuable subject matter expertise to the project.

Informed – These are people who need to be kept in the loop during the project life-cycle. Due to their status as a project stakeholder or the fact they will be impacted by the project, they will need to be informed about progress, at all stages, up-to and including project completion.