



## City of Richmond

## Report to Committee

**To:** Planning Committee  
**From:** Terry Crowe  
Manager, Policy Planning  
**Re:** 2005-2006 State of the Environment Update

To Planning - May 3, 2005  
**Date:** April 20, 2005  
**File:** 4425 - 07-01

### Staff Recommendation

That the 2005-2006 State of the Environment Update Work Program outlined in **Attachment 1** in the report from the Manager, Policy Planning (dated April 20, 2005) be endorsed.

Terry Crowe  
Manager, Policy Planning

FOR ORIGINATING DIVISION USE ONLY		
CONCURRENCE OF GENERAL MANAGER		
REVIEWED BY TAG	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
REVIEWED BY CAO	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>

## Staff Report

### Origin

In 1998, Richmond City Council established a State of the Environment (SOE) Program and Report. The Report was prepared under the guidance of the City's Advisory Committee on the Environment (ACE) and provided information regarding the City's environmental health along with recommendations for City environmental management policies, practices and community actions. The topics reported on were selected based on public priority and the level of influence by the City.

In December 2001, the first complete update of the SOE was prepared including an expanded range of topics and indicators.

In keeping with the City's commitment to monitor changes and evaluate progress in meeting targets established through the SOE, it is time to update the SOE Report.

This report seeks endorsement of the Work Program provided in **Attachment 1** for the 2005-2006 State of the Environment Update.

### Proposed Work Program Overview

The proposed Work Program is presented in **Attachment 1**.

The Advisory Committee on the Environment (ACE) will take the lead role in guiding the SOE Report Update. Over the course of the project, it is anticipated that there will be several meetings between ACE, staff and the consultants to review progress and findings.

Once sufficiently developed, it is proposed that the draft report be circulated to key external agencies (e.g., FREMP) for comments.

Once endorsed by Council, the finalized report card will be distributed through a limited number of paper copies and freely available for downloading from the City's web site.

### Financial Impact

Financial costs for the 2005-2006 State of the Environment Report Update are provided for with the Policy Planning Department's approved 2005 operating budget.

### Conclusion

The Advisory Committee on the Environment and staff are proposing to undertake the second update of the State of the Environment Report. Staff are seeking endorsement of the proposed Work Program shown in **Attachment 1**.



David Brownlee  
Planner 2 (4200)  
DCB:rg

**Proposed Work Program  
2005-2006 State of the Environment**

**Project Goal:**

The goal of preparing the 2005-2006 State of the Environment Report is to:

- Improve environmental awareness;
- Reinforce the City's commitment to improve environmental management.

**Project Objectives:**

- Prepare the 2005-2006 SOE Report Update;
- Assess how the City is doing in the key topic areas; and,
- Make recommendations to improve the SOE Management Program (e.g. data gathering, data sources, and database management, monitoring, analysis implementation and program updating).

**Table 1: Proposed Work Program – Key Steps**

	<b>Task</b>	<b>Timing</b>
1	Council Approves Work Program	May 2005
2	Establish Staff Team	May
3	Review Project Objectives, 2001 Topics & Indicators, and Consultant RFP with ACE and Staff	May
4	Prepare Consultant Request For Proposals (RFP)	May
5	Issue the RFP	June
6	Select Consultant	June/July
7	Refine Work Plan	August
8	Data Collection	Aug – Oct
9	Analyze Data & Trends for Each Indicator	Oct
10	Review Preliminary Results With Staff / ACE	Nov
11	Draft SOE Report and Recommendations	Dec
12	Refinements	Jan 2006
13	Circulate Draft for External Comments	Feb
14	Present to Planning Committee	March
15	Council Approval	March

Consultant's Involvement: approx. August 2005 – March 2006