



Minutes

Sustainability Committee

Meeting Date: May 24, 2019
Meeting Time: 1:00 p.m. –2:00 p.m.
Location: Council Chambers
Prepared by: Sarah Merrifield – Administrative Assistant, Clerks & Community Services

A. Call to Order

Interim Chief Administrative Officer Shawn Everitt called the meeting to order at 1:03 p.m.

Also in attendance were Deputy Mayor Odette Bartnicki, Councillor Andrea Matrosovs, Councillor Rob Potter, and Director of Human Resources Jenn Moreau.

Shawn noted that the Sustainability Committee did not have quorum as the six (6) public appointments would not be made until the June 3, 2019 Council Meeting. As a result, no motions were passed.

▪ Approval of Agenda

Moved by:

Seconded by:

THAT the Agenda of May 24, 2019 be approved as circulated, including any additions to the Agenda, being Item C.2 Internal and External Communications.

Declaration of Pecuniary Interest and general nature thereof

NOTE: In accordance with the *Municipal Conflict of Interest Act* and the Town Procedural By-law 2018-20, Sustainability Committee Members must file a written statement of the interest and its general nature with the Clerk for inclusion on the Registry.

None

B. Deputations / Presentations

None

C. New and Unfinished Business

C.1 Sustainability Committee Needs & Resourcing

Interim Chief Administrative Officer Shawn Everitt noted the purpose of this meeting is to have a general discussion with Sustainability Committee members regarding what should be included in a potential job description for a contract staffing resource for the Sustainability Committee. Shawn confirmed that this resourcing was approved in the 2019 Budget and will be funded by gas tax.

Deputy Mayor Bartnicki noted she is not comfortable providing direction regarding staffing resources without the full complement in attendance; Shawn emphasized this meeting is for general discussion purposes and no motions will be passed. This matter will be considered at the first full meeting of the Sustainability Committee. Shawn noted staff can draft a job description for Sustainability Committee consideration based on the Sustainability Committee's Terms of Reference and a previous Sustainability Coordinator job description. Director of Human Resources Jenn Moreau noted a Sustainability Coordinator/Project Specialist/Administrative Assistant hybrid job description can be generated for consideration and discussion by the full complement of the Sustainability Committee.

Deputy Mayor Bartnicki commented the first full meeting of the Sustainability Committee may need to be longer than two (2) hours to accommodate the number of items that require a fulsome discussion. Councillor Matrosovs noted all materials should be circulated in advance to allow Committee members to review the requisite documents. The group noted the job description may be considered and deemed unnecessary, depending on whether the Committee wishes to take on the various tasks identified through the job description and by the Committee. Shawn advised he will confirm with Finance staff if the gas tax funding is permitted to be rolled over; this may allow more flexibility on the timeline for hire should the Sustainability Committee approve moving forward with a contract hire. Shawn confirmed the relevant pages from the 2019 Approved Budget which speak to Sustainability Committee resourcing (p100-103) will be included in the agenda package for the first full meeting of the Sustainability Committee; this inclusion will allow for the different funding sources to be explained.

C.2 Internal and External Communications

Councillor Matrosovs stressed the need to discuss internal and external protocol so each Committee member is aware of how to add materials to agendas and structure communications. Councillor Matrosovs explained that the Committee members selected are all very engaged in the community; it will be helpful to ensure the protocol for the Sustainability Committee meetings creates a delineation between Committee matters and community initiatives.

Shawn noted staff have a streamlined process for doing an agenda call and adding items to an agenda. Shawn further noted a package on Town Policies and Applicable Legislation will be provided to Committee members for their information.

D. Public Comment Period

D.1 Public Comment Period (each speaker is allotted three minutes)

NOTE: In accordance with the Town Procedural By-law 2018-20 fifteen minutes is allotted at the Meeting to receive public comments regarding Sustainability Committee matters. The speaker shall provide their name and address, and shall address their comments to the Chair. Comments shall not refer to personnel, litigation or potential litigation matters that are a follow-up to a Public Meeting.

D.1.1 Rosemary Mesley, Ravenna

Rosemary Mesley spoke, noting the benefit of having the Terms of Reference available and reviewing protocol with Committee members. Ms. Mesley advised she was appointed to the Agricultural Advisory Committee and noted the meetings are run well. Ms. Mesley noted the Terms of Reference for the Sustainability Committee will need to be reviewed and clarified by Committee members.

E. Upcoming Meeting Dates

No additional meetings have been scheduled at this time.

F. Adjournment

Moved by:

Seconded by:

THAT the Sustainability Committee does now adjourn at 2:02 p.m. to meet again at the call of the Chair.