



Minutes

Sustainability Committee

Meeting Date: July 10, 2019 REVISED
Meeting Time: 1:00 p.m. – 4:00 p.m.
Location: Council Chambers
Prepared by: Sarah Merrifield, Executive Assistant Committees of Council

A. Call to Order

Co-Chairs Councillor Potter and Ken Mehi called the meeting to order at 1:00 p.m. with Committee members Deputy Mayor Bartnicki, Councillor Matrosovs, Sally Leppard, Rosemary Mesley, Julie Scarcella, James Stinson, and Pamela Spence present.

Town staff present included Chief Administrative Officer Shawn Everitt and Deputy Treasurer/Manager of Accounting and Budgets Sam Dinsmore.

▪ Approval of Agenda

Moved by: Ken Mehi

Seconded by: Andrea Matrosovs

THAT the Agenda of July 10, 2019 be approved as circulated, including any additions to the Agenda, Carried.

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

▪ Previous Minutes (May 24, 2019, June 7, 2019)

Moved by: Andrea Matrosovs

Seconded by: Rosemary Mesley

THAT the Minutes of May 24, 2019 and June 7, 2019 be approved as circulated, including any revisions to be made, Carried.

B. Staff Reports and Deputations

B.1 Deputations, if any

B.1.1 Presentation: Town Clerk, Corrina Giles Re: Overview of Town's Procedural By-law 2018-20

Note: Presentation material included is the Town's Procedural By-law 2018-20.

Town Clerk Corrina Giles provided an overview of the Town's Procedural By-law 2018-20. Corrina noted that Executive Assistant Committees of Council Sarah Merrifield will provide a quorum reminder and a call for agenda items for each meeting. If quorum is not obtained prior to the meeting, the meeting shall be cancelled. If quorum is obtained in advance of the meeting, but not at the time of the meeting, the meeting shall be cancelled; there should be no informal meetings of the Committee. Corrina confirmed that agenda items should not be added at the meeting unless to deal with time-sensitive matters. Committee meetings are held in Council Chambers at Town Hall, unless otherwise identified. Currently, Committee meetings are not broadcast, but they will be in the future pending revisions to the Town's Procedural By-law.

Corrina noted that comments should be addressed through the Chair to ensure proper flow of discussion, and further confirmed the July 16, 2019 Committee of Council training will address matters such as Committee members conflict of interest, procedural requirements, and code of conduct. Corrina confirmed following review and adoption of an updated Procedural By-law for Council and Committee of the Whole, Council has directed staff to consider development of a Procedural By-law for the Committees of Council. This Procedural By-law process will be open to the public and will include an opportunity for Committees to provide input.

Clarification was requested regarding what constitutes time-sensitive matters. Corrina advised that a matter could be considered time-sensitive if the matter cannot be deferred to the next meeting due to a deadline or other imposed limit. Chief Administrative Officer Shawn Everitt noted the Co-Chairs do have an opportunity to call Committee meetings if matters arise which are of an immediate need to address.

Councillor Potter thanked Corrina for her presentation. Corrina left the meeting at 1:12 p.m.

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 Council to use the \$34,000 from taxation Sustainability Plan funding in 2019 and replace that sum with \$34,000 from the extra gas tax funding received following approval of the 2019 budget;

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, Carried.

B.3.2 Sustainable Path Funding Information, FAF.19.101

Moved by: Andrea Matrosovs

Seconded by: Julie Scarcella

THAT the Sustainability Committee receive Staff Report FAF.19.101 entitled "Sustainable Path Funding Information" for information purposes.

Prior to voting, the Committee considered an amendment to the main motion:

Moved by: Andrea Matrosovs

Seconded by: Ken Mehi

AND THAT the Sustainability Committee recommend to Council this funding be used to develop an Integrated Community Sustainability Plan ("ICSP"), Carried.

The Committee then voted on the main motion, as amended:

Moved by: Andrea Matrosovs

Seconded by: Julie Scarcella

THAT the Sustainability Committee receive Staff Report FAF.19.101 entitled "Sustainable Path Funding Information" for information purposes.

AND THAT the Sustainability Committee recommend to Council this funding be used to develop an Integrated Community Sustainability Plan ("ICSP"), Carried.

Chief Administrative Officer Shawn Everitt noted reference to the Sustainable Path should be maintained, at least for 2019 in order to tie the funding to the approved 2019 budget.

Deputy Treasurer/Manager of Accounting and Budgets Sam Dinsmore left the meeting at 1:41 p.m.

C. Matters for Discussion

C.1 Sustainability Committee Terms of Reference Review

Due to the proposed revisions to the Terms of Reference, the Committee did not review the current Terms of Reference during the Committee meeting.

C.2 Update from Sub-Committee revising the Terms of Reference

NOTE: Revised DRAFT Terms of Reference provided.

Julie Scarcella confirmed the intent of the revised DRAFT Terms of Reference, as developed by the sub-committee, is to blend, adapt and modify the existing Terms of Reference to provide clear communication and identify the intention of the Committee. Julie noted the intention in the Terms of Reference is to move towards the ICSP.

The Committee reviewed the revised DRAFT Terms of Reference and requested the following revisions:

1. Section 6 – Communication Policy and Protocol:

Moved by: Pamela Spence

Seconded by: Odette Bartnicki

THAT the Sustainability Committee direct staff to remove bullet 3 under 6. Communication Policy and Protocol from the revised DRAFT Terms of Reference, and revise bullet 2 to state “Sustainability Committee members shall not direct any messaging without approval of the Chair/Co-Chairs, Carried.

2. Purpose statement: remove reference to “direct[ing] the Town”;
3. Purpose statement: add “development” to the phrase “guide the implementation, monitoring/tracking and reporting...”
4. Section 4 – The Purpose of the Sustainability Advisory Committee (SC): revise to state “Sustainability Committee”
5. Capitalize references to the Sustainable Path
6. Remove capitalization from sustainability
7. Remove abbreviations from the document
8. Format in accordance with the Town’s Terms of Reference standard

Moved by: Andrea Matrosovs

Seconded by: Pamela Spence

THAT the Sustainability Committee approves the draft Terms of Reference, including the identified revisions, and requests staff to forward the revised Terms of Reference to Council for final review and approval, Carried.

James noted he has a personal conflict that does not allow him to attend Sustainability Committee meetings as they are currently scheduled. The following motion resulted from the discussion:

Moved by: Odette Bartnicki

Seconded by: Rosemary Mesley

THAT the Sustainability Committee direct staff to provide alternate meeting dates and times for the Committee’s consideration to be included in the draft Terms of Reference, Carried.

C.3 Update from Sub-Committee regarding Single-Use Plastics

Deputy Mayor Bartnicki noted the sub-committee has fulfilled its mandate, being to clarify the messaging regarding the June 3, 2019 single-use plastics motion.

Moved by: Ken Mehi

Seconded by: Odette Bartnicki

THAT the sub-committee stuck to clarify the messaging regarding the June 3, 2019 single-use plastics motion be dissolved having completed its mandate, Carried.

C.4 Discussion of next steps re June 3rd Motion re single-use plastics and timelines in the motion that are directed to the Sustainability Committee for response by August 26th, Deputy Mayor Bartnicki

Moved by: Ken Mehi

Seconded by: Sally Leppard

THAT the Sustainability Committee refer to staff Items 2 and 3 from the June 3, 2019 single-use plastics motion being:

- Phase out the sale of bottled water and the use of single-use plastic cups, straws and stir sticks at all Town-owned facilities and events by December 2019 in order to model good governmental practices;
- Develop a three-year plan to increase the number of water bottle re-filling stations on Town-owned properties, to be included in the 2020, 2021 and 2022 budget cycles;

AND THAT the Sustainability Committee include:

Items 4 and 5 from the June 3, 2019 single-use plastics motion being:

- Develop recognition/reward signage (i.e. "We've gone green for a Blue future" or similar) for business operators who model good environmental practices by not supplying single-use shopping bags, water bottles, straws and stir sticks;
- Investigate the development and costs of a Town of Blue Mountains reusable bag-for-life or fabric bag options with appropriate logo for possible purchase by retailers at cost, and to be used for various promotional events by the Town

in the direction for the Sustainability Committee to work with all stakeholders through a public consultation process, to develop a plan for inclusion in the 2020 Budget to reduce and/or eliminate single-use plastics effective July 1, 2020, Carried.

Shawn confirmed he will discuss with staff the progress regarding Items 2 and 3 above and follow-up with the Committee.

Julie noted the June 3rd Notice of Motion was a Motion tabled and voted upon days before the Federal Government's announcement of its plans to reduce/eliminate Single Use Plastics in 2021 and before the Sustainability Committee's Terms of Reference were ratified at the Committee level. Central to the Terms of Reference is the development of an Integrated Community Sustainable Plan (ICSP) which will include strategies and tactics against all aspects of Waste Management and Recycling and will address single-use plastics at the appropriate time as the process unfolds. Julie noted single-use plastics should be not undertaken as an isolated initiative of the Town's ICSP process and will pose a distraction and could prevent compliance to the current Federal Gas Tax funding requirements as well as future Gas Tax funding that the Town may request. Further to this the upcoming federal programs will likely develop requirements for all municipalities and regulations as well as funding programs. Julie noted the need to ensure that that are no unnecessary tax burdens and unbudgeted costs placed on the Town of The Blue Mountains residents.

Moved by: Rosemary Mesley

Seconded by: Julie Scarcella

THAT the Sustainability Committee recommends to Council that the second portion of the June 3, 2019 single-use plastics motion which "direct[s] staff to work with the Sustainability Committee and all stakeholders through a public consultation process, to develop a plan for inclusion in the 2020 Budget to reduce and/or eliminate single-use plastics effective July 1st, 2020" be included into the Integrated Community Sustainability Plan.

Deputy Mayor Bartnicki requested a recorded vote:

Bartnicki, Odette	Nay
Leppard, Sally	Yay
Matrosovs, Andrea	Yay
Mesley, Rosemary	Yay
Scarcella, Julie	Yay
Spence, Pamela	Abstained
Stinson, James	Yay
Mehj, Ken	Yay
Potter, Rob	Yay

The motion is **CARRIED**.

Shawn Everitt noted he will be taking a report to Council regarding the Sustainability Committee and will include the motions from the July 10, 2019 meeting for Council's information to ensure Council is aware of the Committee's response and action plan as it relates to single-use plastics.

C.5 Email from Councillor Potter dated June 14th to Committee Members, Deputy Mayor Bartnicki

The Committee reviewed the email from Councillor Potter dated June 14 and discussed the intent of the email was to confirm the Committee must discuss matters at the open Committee meetings, rather than via email. Deputy Mayor Bartnicki thanked Councillor Potter for clarifying, and noted Committee decisions must be made during the meetings.

C.6 Discussion of Merits, and Possible Scheduling, of a Work Planning Session, Sally Leppard (verbal)

Sally briefly noted she would like the Committee to consider if the scheduling of a Sustainability Committee Workshop, hosted offsite, might be a good path forward. This topic was deferred to the August 14, 2019 Committee meeting to be discussed in greater specificity.

C.7 Sustainability Committee Background Information (verbal)

Note: staff are requesting the Committee's feedback regarding requested background information. Documents/information requested so far include:

- Sustainable Path;
- Achieving a Sustainable Future: Draft Federal Sustainable Development Strategy for Canada, 2019-2022.

Sarah requested Committee members to consider the types of resources they wish to receive related to Sustainability matters. The Committee members will follow-up via email with any requested documents and this matter will be reviewed at the August 14, 2019 Sustainability Committee meeting.

C.8 Discussion regarding Committee Contacts (verbal)

Sarah requested that Committee members provide written confirmation that staff can share contact details amongst the Committee members, specifically phone numbers and email addresses. The Committee members agreed to provide consent in writing.

C.9 Tree Preservation By-law Update, Councillor Andrea Matrosovs (verbal)

Councillor Matrosovs noted the Town held a Public Meeting to consider comments relating to the first portion of the Tree Preservation By-law Update. Currently, staff and Councillor Matrosovs are reviewing the public comments received. Councillor Matrosovs advised she has a meeting with Community Services staff to discuss the long-term strategies for addressing tree preservation. Further information will be provided at the August 14, 2019 Sustainability Committee meeting.

C.10 Town Policies & Legislation Acknowledgement

Sarah noted that digital copies of relevant Town policies and legislation were provided to Committee members. Policies and legislation included: POL.COR.07.07 Code of Conduct for Members of Council and Local Boards, POL.COR.17.04 Accessibility Standards for Customer Service, POL.COR.18.04 Protocol Policy for Complaints Related to Council Members and Local Boards, POL.COR.18.08 Workplace Violence and Harassment, POL.COR.18.10 Social Media Policy, Accessibility for Ontarians with Disabilities Act, 2005, Municipal Conflict of Interest Act, 1990, Municipal Freedom of Information and Protection of Privacy Act, 1990, and Municipal Act, 2001.

Sarah noted a training session is scheduled for July 16, 2019 to review relevant materials and will be provided to all Committee of Council members. The Committee agreed to review the materials provided and sign their acknowledgement of receipt at the next regularly scheduled Sustainability Committee meeting.

D. Correspondence

D.1 Drinking Water Source Protection

Re: Modernizing the Conservation Authorities Act

Received for information

D.2 Drinking Water Source Protection Committee

Re: First Progress Report

Received for information

NOTE: Council referred items D.1 and D.2 to the Sustainability Committee for information at the June 3, 2019 Council meeting.

D.3 City of Brantford

Re: Request for Support regarding Single-Use Plastic Straws

For Committee consideration and report back to Council

NOTE: Council referred item D.3 to the Sustainability Committee for consideration and report back to Council at the May 13, 2019 Council meeting.

Moved by: Odette Bartnicki

Seconded by: Ken Mehi

THAT the Sustainability Committee receive correspondence items D.1 to D.3 for information purposes and sends acknowledgement of receipt regarding Item D.3 City of Brantford Re: Request for Support regarding Single-Use Plastics Straws dated April 16, 2019, Carried.

The Committee noted they would like to be kept updated on the City of Brantford's progress regarding single-use plastics.

E. New and Unfinished Business

E.1 Additions to the Agenda

E.2 Items Identified for Discussion at the Next Meeting

E.2.1 2020 Budget Process Information

E.2.2 Sustainability Committee Resources Follow-up

E.2.3 Consideration of a Workshop Planning Session

E.2.4 Potential Sustainability Committee Meeting Dates

F. Notice of Meeting Dates

August 14, 2019

Town Hall, Council Chambers

G. Adjournment

Moved by: Andrea Matrosovs

Seconded by: Rosemary Mesley

THAT the Sustainability Committee does now adjourn at 4:22 p.m. to meet again at the call of the Chair, Carried.