



Minutes

Sustainability Advisory Committee

Meeting Date: October 14, 2020
Meeting Time: 2:00 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 Andrea Matrosovs and Ken Mehi called the meeting to order at 2:05 p.m. with Committee members Deputy Mayor Rob Potter, Andrew Siegwart, and Pamela Spence present.

Town staff present were Director of Planning and Development Services Nathan Westendorp, Director of Operations Shawn Carey, and Manager of Sustainability and Solid Waste Jeffery Fletcher.

Regrets were sent by Committee member Rosemary Mesley.

- **Traditional Territory Acknowledgement**
- **Committee Member Attendance**
- **Approval of Agenda**

Moved by: Pamela Spence

Seconded by: Ken Mehi

THAT the Agenda of October 14, 2020 be approved as circulated, including any additions to the Agenda

Mesley, Rosemary	absent
Potter, Rob	Yay
Siegwart, Andrew	Yay
Spence, Pamela	Yay
Matrosovs, Andrea	Yay
Mehi, Ken	Yay

The motion is 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 2019-56, Sustainability Advisory 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 (September 9, 2020)**

Committee member Pamela Spence noted that Single-Use Plastics was removed from the action item tracking list. The Committee reviewed and confirmed there is now a Single Use Plastics project page, and the action items within the Single-Use Plastics motion are being addressed through either the Integrated Community Sustainability Plan or Department Budgets, or have previously been addressed.

Link to Single-Use Plastics webpage:

<https://www.thebluemountains.ca/singleuseplastics.cfm>

Moved by: Andrew Siegwart

Seconded by: Pamela Spence

THAT the Minutes of September 9, 2020 be approved as circulated, including any revisions to be made

Mesley, Rosemary	absent
Potter, Rob	Yay
Siegwart, Andrew	Yay
Spence, Pamela	Yay
Matrosovs, Andrea	Yay
Mehi, Ken	Yay

The motion is Carried.

B. Staff Reports and Deputations

B.1 Deputations, if any

B.1.1 Nathan Westendorp, Director of Planning and Development Services Re: Community Improvement Plan Overview

Link to Virtual Public Open House information:

https://thebluemountains.ca/document_viewer.cfm?event_doc=3955

Link to draft Background Review and Approach Report:

https://www.thebluemountains.ca/document_viewer.cfm?event_doc=3922

Director of Planning and Development Services Nathan Westendorp provided an overview of the Town's Community Improvement Plan. Nathan noted the Town already has a Commercial Community Improvement Plan for Thornbury, Craighleith, and Clarksburg that is being reviewed during this process.

Nathan explained that Community Improvement Plans are legislated through the *Planning Act* and provide incentives for private property owners for revitalizations, similar to a grant application process.

The Town is in the process of creating a Community Improvement Plan for Attainable Housing. Public engagement and stakeholder meetings are underway. The draft Community Improvement Plan reports are available on the Town's website. Nathan confirmed there is an open house scheduled for October 21, 2020 with pre-registration required. Nathan noted he is working with the Manager of Communications and Economic Development and the Economic Development Advisory Committee to ensure the Community Improvement Plan includes perspective from the Business Improvement Areas.

The Committee thanked Nathan for his presentation.

Director of Planning and Development Services Nathan Westendorp left the meeting at 2:39 p.m.

B.2 Public Comment Period (each speaker is allotted three minutes)

NOTE: In accordance with the Town Procedural By-law 2019-56 fifteen minutes is allotted at the Meeting to receive public comments regarding Sustainability Advisory Committee matters included on the Agenda. 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, or matters that are a follow-up to a Public Meeting.

NOTE: Committee meetings are currently being held virtually to assist with social distancing with respect to COVID-19. Comments received from the public that have not been included on the Agenda will be read at the meeting by the Executive Assistant.

None

B.3 Staff Reports, if any

None

C. Matters for Discussion

C.1 2021 - 2023 Budget Addition Consideration, Electric Vehicle Charging Stations – Manager of Sustainability and Solid Waste Jeffery Fletcher

Committee member Andrew Siegwart vacated the meeting at 3:00 p.m. and verbally noted his support for the electric vehicle charging stations.

Moved by: Rob Potter

Seconded by: Ken Mehi

THAT the Sustainability Advisory Committee endorses staff's inclusion of \$24,000 annually for a ten-year contract for Installation of up to twelve Public Electric Vehicle Charging Stations in the draft 2021 budget for Council consideration, with the understanding that anticipated revenue will offset the cost

Mesley, Rosemary	absent
Potter, Rob	Yay
Siegwart, Andrew	absent
Spence, Pamela	Yay
Matrosovs, Andrea	Yay
Mehi, Ken	Yay

The motion is Carried.

C.2 Request to Council for 2020 ICSP Funds – Jeffery Fletcher

Moved by: Pamela Spence

Seconded by: Rob Potter

THAT the Sustainability Advisory Committee requests Council to provide the \$75,000 available in the 2020 budget for Integrated Community Sustainability Plan Project Implementation, which includes but is not limited to communication and administration, community engagement materials, and a consulting contingency

Mesley, Rosemary	absent
Potter, Rob	Yay
Siegwart, Andrew	absent
Spence, Pamela	Yay
Matrosovs, Andrea	Yay
Mehi, Ken	Yay

The motion is Carried.

C.3 Integrated Community Sustainability Plan Consultant – Overview of Proposal – Jeffery Fletcher

NOTE: included for reference is the final Terms of Reference for the ICSP proposal document.

Manager of Sustainability and Solid Waste Jeffery Fletcher discussed the consultant retained for the development of the Integrated Community Sustainability Plan (“ICSP”), being Intelligent Futures. He noted a workshop is planned with members of the project team which would potentially include a sub-committee of the Sustainability Advisory Committee. Jeffery explained the workshop would include introductions, a challenge question, development of an ecosystem map, community engagement ambitions, and development of a shared vision for the ICSP project.

The Committee members noted they had received a copy of Intelligent Futures’ proposal and the final scope of work and were impressed by the submission.

Jeffery confirmed Intelligent Futures’ submission is for all three phases of the ICSP development and tracks a timeline of approximately 14 months from start to completion. Jeffery noted the project has been delayed by approximately 1 month.

Committee Co-Chair Ken Mehi noted his concern that there has been no discussion with members of the Committee yet the first workshop is scheduled for October 15, 2020. Further, Ken questioned how members of Town staff were selected for the project team. Ken noted that there is significant community engagement planned for phase 1.2 and 1.4 which should include input by the Town’s Community Communications Advisory Committee. Councillor Andrea Matrosovs expressed concern that three members of the Committee were not present for the discussion and enquired as to the communication flow between Co-Chairs, staff and Intelligent Futures. The Committee expressed some confusion regarding whether a workshop with Intelligent Futures would include the full committee, or a sub-committee.

Jeffery noted the intent of the October 15, 2020 meeting is to look at Intelligent Futures’ proposal to better define the items the Committee is concerned with. Jeffery noted he tried to involve the sub-committee that developed the scope of work into the kick off meeting, but a new sub-committee was requested.

Director of Operations Shawn Carey noted there is no real timeline to proceed with the work with Intelligent Futures, but there has been an expressed urgency by the Committee to proceed. Shawn noted if the Committee wanted a workshop for the whole group, it should have been outlined at the time the Request for Proposal was developed. Shawn reassured Committee members that the project team will not be moving the ICSP along in isolation of the Committee and emphasized that Manager of Communications and Economic Development Tim Hendry was selected to the project team because of the vital communications piece. Shawn further noted that Chief Administrative Officer Shawn Everitt will have input into ICSP development, despite not being a named member of the project team.

Councillor Matrosovs noted the Committee has an excellent process to move forward and noted it may be best to wait to appoint the sub-committee until more members can be present. Councillor Matrosovs noted Council only has one employee, being the Chief Administrative Officer, and staff can make decisions in conjunction with the CAO on how best to deploy resources.

C.4 Consideration of ICSP Sub-Committee to Support ICSP Development

Moved by: Pamela Spence

Seconded by: Ken Mehi

THAT the Sustainability Advisory Committee call for a special meeting to address organization of a sub-committee to assist in the ICSP development progress

Mesley, Rosemary	absent
Potter, Rob	Yay
Sieglwart, Andrew	absent
Spence, Pamela	Yay
Matrosovs, Andrea	Yay
Mehi, Ken	Yay

The motion is Carried.

**C.5 Memorandum, Pamela Spence, Sustainability Advisory Committee Member
Re: Styrofoam (EPS) Recycling System**

Matter deferred to the November 2020 meeting.

C.6 Resort Municipality Climate Planning Coalition – Jeffery Fletcher

Moved by: Rob Potter

Seconded by: Ken Mehi

THAT the Sustainability Advisory Committee recommends Council indicate an interest in joining Protect our Winters Canada Resort Municipality Climate Planning Coalition and await further program information

Mesley, Rosemary	absent
Potter, Rob	Yay
Sieglwart, Andrew	absent
Spence, Pamela	Yay
Matrosovs, Andrea	Yay
Mehi, Ken	Yay

The motion is Carried.

C.7 Sub-Committee Updates

- a) Development Charges – Other Initiatives
- b) Tree Preservation By-law and Tree Canopy
- c) Renewable Energy

Matter deferred to the November 2020 meeting.

C.8 Committee of Council and Task Force Updates – Andrew Siegwart, Rosemary Mesley, and Deputy Mayor Rob Potter

- a) **Economic Development Advisory Committee**
- b) **Agricultural Advisory Committee**
- c) **Rural Access to Broadband Internet Technology Task Force**

Matter deferred to the November 2020 meeting.

C.9 Follow-up from Council regarding Two (2) Sustainability Advisory Committee Recommendations

NOTE: The following two (2) resolutions were passed by Council September 8, 2020

Committee Composition, as reviewed at the March 11, 2020 Committee meeting

WHEREAS Council of the Town of The Blue Mountains, through the 2020 Budget process, requested Committees of Council to provide input regarding the option to move to a Community Committee or continue status quo as a Committee of Council;

AND WHEREAS at the March 11, 2020 Sustainability Advisory Committee meeting, the Committee passed as follows:

THAT, with respect to Council's February 10, 2020 direction regarding Committee composition, the Sustainability Advisory Committee recommend remaining status quo as a Committee of Council, Carried.

NOW THEREFORE Council of the Town of The Blue Mountains acknowledges and approves the Sustainability Advisory Committee maintaining status quo as a Committee of Council, Carried.

Correspondence from Valeris Plante, as reviewed at the July 8, 2020 Committee meeting

WHEREAS at the June 1, 2020 Council meeting, Council of the Town of The Blue Mountains referred Correspondence Item D.1 to the Sustainability Advisory Committee for information and comment back to Council;

AND WHEREAS at the July 8, 2020 Sustainability Advisory Committee meeting, the Committee passed as follows:

THAT the Sustainability Advisory Committee receive correspondence item D.1 Valeris Plante, Mayor of Montreal, ICLEI Global Ambassador, Local Biodiversity Re: Protecting our Biodiversity and encourages interdepartmental communications between Operations, Planning and Development, and Community Services as they all play a role in the biodiversity of the area;

AND THAT the Sustainability Advisory Committee shall incorporate principles of biodiversity in the Integrated Community Sustainable Plan

NOW THEREFORE Council of the Town of The Blue Mountains approves the Sustainability Advisory Committee's recommendation regarding the correspondence of Valeris Plante and encourages interdepartmental communications between Operations, Planning and Development, and Community Services as they all play a role in the area's biodiversity, Carried.

Matter deferred to the November 2020 meeting.

C.10 Sustainability Advisory Committee Action Items

- **Integrated Community Sustainability Plan (Comprehensive Situational Assessment)**
- **Sub-Committee Work: Tree Preservation By-law Update, Renewable Energy, Development Charges (Other Initiatives)**
- **Policy for Development Charges – Attainable Housing**

Matter deferred to the November 2020 meeting.

D. Correspondence

D.1 Suzanne Craig, Integrity Commissioner

Re: Addendum dated November 8, 2019 in response to Memorandum dated July 30, 2019 and Addendum dated July 31, 2019

For information

(Note: this information provided to all Committees of Council)

D.2 Climate Action Now Network

Re: Acknowledgement and Thank You for Recycling Materials from Former Foodland Building Demolition

For Committee information.

Matter deferred to the November 2020 meeting.

E. New and Unfinished Business

E.1 Additions to the Agenda

E.2 Items Identified for Discussion at the Next Meeting

- **Community Improvement Plan Update, as required**
- **Item C.4 to Special Meeting of the Committee**
- **Item C.5, C.7, C.8, C.9, C.10, D.1, D.2**

F. Notice of Meeting Dates

November 12, 2020

Town Hall, Council Chambers

G. Adjournment

Moved by: Ken Mehi

Seconded by: Pamela Spence

THAT the Sustainability Advisory Committee defers Item C.5 and does now adjourn at 4:19 p.m. to meet again at the call of the Chair

Mesley, Rosemary	absent
Potter, Rob	Yay
Sieewart, Andrew	absent
Spence, Pamela	Yay
Matrosovs, Andrea	Yay
Mehi, Ken	Yay

The motion is Carried.