



Sustainable Severn Sound

Sustainable Severn Sound (SSS) champions the integration of sustainability principles within our partner municipalities and their communities.

Sustainability Plan Steering Committee (SPSC) Meeting – DRAFT Minutes

Date Thursday, November 3, 2016
Time 10am-12pm
Location Sustainable Severn Sound's Office (c/o North Simcoe Community Futures Development Corporation), 105 Fourth Street, Midland

Attendance

Andrea Betty, Director of Planning and Community Development, Town of Penetanguishene
Chris McLaughlin, General Manager, NSCFDC (Alternate Chair)
Councillor Barbara Coutanche, Township of Oro-Medonte
Councillor Mike Lauder, Ward 2, Town of Penetanguishene
Doug Luker, CAO/Clerk, Township of Tiny
Jonathan Main, Councillor, Ward 1, Town of Midland
Jonathan Pauk, Planning Intern, Township of Tay
Julie Cayley, General Manager, Severn Sound Environmental Association
Morgan Levison, Public Health Promotor, Simcoe Muskoka District Health Unit
Nick Popovich, Director of Development Services, Township of Georgian Bay
Patricia File, Councillor, Ward 1, Town of Midland
Ron Stevens, Councillor, Ward 4, Township of Severn
Steffen Walma, Deputy Mayor, Township of Tiny, County of Simcoe representative
Tracy Roxborough, Sustainability Coordinator, Sustainable Severn Sound

Regrets

Gail Marchildon, Office Manager, Severn Sound Environmental Association
Jennifer Schnier, Communications and Economic Development Officer, Township of Georgian Bay
Marina Whelan, Program Manager, Health Protection Service, Simcoe Muskoka District Health Unit
Steve Farquharson, Director of Planning and Development, Township of Tay

1.0 Welcome, Introductions and Approval of Agenda

Discussion: Chair requested any additions or changes to the agenda, with SSS indicating no changes requested. Chair then requested motion to approve the agenda. Moved by M. Lauder, seconded by M. Levison. Agenda approved.

2.0 Approval of Minutes from the 6-Oct-16 SPSC Meeting

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Discussion: Coordinator advised that the DRAFT minutes were provided to the SPSC on 7-Oct-16, and again with the agenda package on 28-Oct-16, with no corrections requested. Chair requested motion to approve the 6-Oct-16 meeting minutes. Moved by R. Stevens, seconded by J. Main. Minutes of the 6-Oct-16 SPSC meeting approved 3-Nov-16.

Action Item: Coordinator to send the approved minutes to the Clerk of each partner municipality for submission to Council, and post on the SSS website.

3.0 2016 SSS Work Plan Items

3.1 Sustainability Speaker Series Event, November 29th, 2016

3.1.1 Confirmation of SPSC Attendance

Discussion: Coordinator provided an update to current registrations (38 registrants to date), which includes the full SPSC and the nominees. Coordinator requested recommendation from the committee to increase registration, with the committee advising (1) call staff involved with the case study interviews, (2) call each CAO and request their attendance, and (3) re-email all Council and request attendance.

Action Item: Coordinator to (1) call staff involved with the case study interviews, (2) call each CAO and request their attendance, and (3) re-email all Council and request attendance.

3.1.2 Event Run Sheet and Final Designation of Outstanding Tasks

Discussion: Coordinator provided a description of the Run Sheet and the Master of Ceremonies file as enclosed, and made notes to the following:

- Warden Marshall has agreed to act as MC for the event. He has been provided with notes prepared by the Coordinator, whom will meet with him over the next few weeks to clarify and answer any questions.
- Each SPSC member who is present is asked to (1) welcome Warden Marshall and thank him for his time, and (2) welcome K. Farbridge (as possible).
- For the Leadership Awards, these will start at 4:20pm. The Coordinator (T. Roxborough) will speak – introducing each award winner, with each SPSC member to present the Leadership Award to their respective staff member with Warden Marshall. The SPSC member should make their way to the stage after the Coordinator has completed the reading of the bio. A professional photographer has been hired to take photos at the event. Please be prepared for photographs.

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SSSEvent_RunSheet
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Action Item(s): (1) Coordinator to schedule meeting with Warden Marshall to review speaking notes and event details. (2) Coordinator to provide each SPSC member with a Run Sheet via e-mail 1 week before the event. (3) Coordinator to confirm availability and task delegation per the run-sheet with P. File, M. Levison, and A. Zoschke.

3.1.3 *Master of Ceremonies Notes*

Discussion: As per above.



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3.1.4 Leadership Award Presentation

Discussion: As per above.



Leadership Award
Notification.pdf

3.2 Website Redesign Project

3.2.1 *Website Demonstration*

Discussion: Item deferred to Website Redesign Committee (WSC), and discussed and reviewed at the 3-Nov-16 WSC meeting held from 9am-10am.

3.3 Sustainability Report Card

3.3.1 *Discussion and Review*

Discussion: Coordinator provided a verbal update on the report card, and detailed the timeline to ensure the document is ready for the November 29 Sustainability Speaker Series event, and asked that the SPSC members provide comment on the document by Tuesday, November 8th. Based on the 'What Else Can We Do' sections (recommended actions), the Coordinator is preparing a survey for SPSC completion – in which the SPSC is will rank the items in order of importance for SSS and the SPSC. These are to be viewed as potential work plan items for SSS and the SPSC in 2017. This survey will be distributed to the committee on Wednesday, November 9, with a deadline for completion by the SPSC by Wednesday, November 16. SSS will also will prepare an on-table survey for the November 29 event with the top 10 (to be confirmed) to acquire feedback.

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Action Item(s): (1) SPSC members to provide feedback on or before Tuesday, November 8 on the report card. (2) Coordinator to develop survey based on 'What Else Can We Do', and send to the SPSC by Wednesday, November 9, with a deadline for completion by Wednesday, November 16. (3) Coordinator to create attendee survey for November 29 event.

3.4 Coordinated Land Use Planning Review Submission by SSS and the SPSC

Discussion: Coordinator provided a verbal update on the Land Use Planning Review Letter (final submission enclosed, prepared with direction from the SPSC and further assistance from Councillor P. File. Comments from the group were received concerning alignment with municipal responses, current process in place for submission of advocacy letters, or position letters moving forward, as nothing formal is place for SSS at this time. Varied recommendations were received, with the majority of the committee noting their approval with the letter as submitted. Suggested changes included verbiage to ensure clarity that the response is from SSS, with input from appointed municipal representatives, but that each municipality is independent in their organizational response. J. Cayley offered possible assistance with future letters, as she has experience in this area. The Chair recommended that the item be added to the next meeting's agenda for further discussion.

Action Item(s): (1) Coordinator to further review best practices for advocacy/position letters, and provide a recommendation at the next meeting. (2) Coordinator to include 'Advocacy Letter and/or Position Paper Procedure' to the December 8, 2016 SPSC meeting for discussion.

4.0 SSS Project Budget

4.1 Financial Statement, October 31, 2016

Discussion: Currently under budget by approximately \$10,700, of which \$8,000 will be utilized in November on operating, the event as per the previously approved event budget, the final website payment, and the printing of the Report Card



FinancialStatement-
31-Oct-16.pdf

Action Item: Coordinator to provide updated Financial Statement, October 31, 2016 on November 7 with the draft minutes from the November 3 meeting.

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5.0 November 2016 – January 2017 Meeting Schedule

Date	Time	Location	Purpose
Tuesday, November 29, 2016	2pm-5pm	NSSRC, 527 Len Self Blvd., Midland	• Sustainability Speaker Series event
Thursday, December 8, 2016 (REVISED)	10am-12pm	SSS Office, 105 Fourth Street, Midland	• Review and Discussion of 2017 SSS Work Plan
Thursday, January 5, 2017	10am-12pm	SSS Office, 105 Fourth Street, Midland	• Approval and Discussion of 2017 Work Plan

6.0 Discussion of SPSC Meeting Schedule for 2017

Discussion: Comments and suggestions for the SPSC meeting schedule for 2017 included the following:

- continue with the current monthly schedule – as project is beginning to take shape and will require detailed direction moving into 2017,
- consider alternating roundtable discussions (webinars, speakers, learning opportunities),
- develop quarterly meetings have a theme (as above, ‘roundtable concept’, less formal – personal development meetings) ,
- meeting should be at the discretion of the Coordinator and the Chair,
- based on workload of the project staff,
- alternating (bi-monthly, with a discussion then a formal meeting),
- SSS should provide a monthly status report to the SPSC members which they can then distribute to Council and staff.

Action Item: Coordinator is to consider all suggestions and will include recommended meeting schedule and format as part of the SSS 2017 work plan to be reviewed at the December 8, 2016 SPSC meeting.

7.0 Information Sharing

Summary Only (for more information, please contact the SPSC representative as noted)

A. Betty, Town of Penetanguishene

- Next in the Town’s OP process is the release of the foundation papers in late Nov/early Dec.
- Proposed Wetland Conservation Strategy for Ontario - Information Session, November 10
 - In 2014 the Ministry of Natural Resources and Forestry received a mandate to work with other ministries, municipalities and partners to review Ontario’s broad wetland conservation framework and identify opportunities to strengthen policies and stop the net loss of wetlands.
 - Next step in the process - development of a proposed wetland conservation strategy for Ontario.



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- A Wetland Conservation Strategy for Ontario 2016-2030 was posted on Ontario's Environmental Registry (www.ebr.gov.on.ca, ER posting number 012-7675) on August 8th of this year, with a 100 day comment period closing on November 16th.
 - Webinar, November 10 to provide an overview of the proposed Wetland Conservation Strategy and allow for questions and discussion.
 - Please review the e-mail sent to the SPSC on November 3 for webinar sign-up information
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Councillor B. Coutanche, Township of Oro-Medonte

- Township continues with the OMB process regarding Burls Creek (concerns with natural heritage/archaeological sites, etc.)
-

T. Roxborough, SSS

- Business View magazine article featuring Penetanguishene and Sustainable City Management
 - 418,000 readers across North American
 - Free initiative for Penetanguishene, with high quality materials provided for Town marketing initiatives
-

J. Cayley, Severn Sound Environmental Association

- SSEA Partners Reception on Thursday, November 10, 6:30pm-8:30pm at St. Marie Among the Hurons, 16164 Hwy. 12, Midland
 - To RSVP, please contact Gail Marchildon, Office Manager, Severn Sound Environmental Association:
 - P: (705) 527-5166 Ext. 207
 - E: gmarchildon@midland.ca
 - W: www.severnsound.ca
 - 2017 initiative, potential for SSEA to initiate an invasive species coordinator position
-

Councillor P. File, Town of Midland

- (LDC/MPUC) Planning Ontario's Energy Future (Conservation Targets)
 - How to participate:
 - Read the discussion guide (<http://www.energy.gov.on.ca/en/ltep/2017-discussion-guide/>)
 - Share your feedback online through:

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- EnergyTalks consultation, (https://talks.ontario.ca/energytalks?_ga=1.35766432.1269600710.144616889)
 - the Environmental Registry, <https://www.ebr.gov.on.ca/ERS-WEB-External/displaynoticecontent.do?noticeId=MTMwNTE1&statusId=MTk3NzQ0&language=en>
 - Attend an in-person consultation session.
 - Consider letter from SSS regarding the proposed changes
 - Downtown Revitalization Project is encouraging the idea of LID in the downtown through demonstration projects (i.e., bioswales, retention gardens, silvacells for trees, etc.)
[Click Here to Read More about Silvacells](#)
[Click Here to Read More about LID or Green Infrastructure, *The Case For Green Infrastructure in Ontario*](#)
-

C. McLaughlin, North Simcoe Community Futures Development Corporation

- Hosting their 30 Year Anniversary at St. Marie Among the Hurons on Thursday, November 17, from 5pm -6:30pm
 - To RSVP/Register: Please contact Annie at 705.526.1371 x.110 or azoschke@nscfdc.on.ca
 - NSCFDC Speaker Series – Mental Health in the Workplace – NSSRC, 527 Len Self Blvd., Midland
 - To Register: <https://www.surveymonkey.com/r/speakerseriesnov24>
 - All are welcome, free refreshments
-

N. Popovich, Township of Georgian Bay, District of Muskoka

- [Recommendation to review/reference the District's Official Plan as an example of a 'Green Plan'](#)
 - Reviewing Source Water Protection Policies
 - Attended Climate Change and Emergency Management Workshop (Laurentian University – Parry Sound)
-

Councillor R. Stevens, Township of Severn

- New Strategic Plan being undertaken, growth has required a review of ward boundaries
 - Physician recruitment program update
-

Deputy Mayor S. Walma, County of Simcoe

- Tiny Homes movement on County agenda (re: Tiny Homes Ontario), group spoke with Housing Ministry to fit tiny homes with affordable housing framework (Housing First Model – shelter)

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- [Read More about the Tiny House Movement by Clicking Here](#)
- Waste Collection at the County; 6 new motions to help increase diversion (58% overall, 50% curb, 70% transfer - target for 2020 is 70% overall)
- Source Separated Organic (SSO) program, possible by-law (Feb 2017 review), incentive program consideration

J. Pauk, Township of Tay

- Key activities currently OP Review and Zoning By-law update, expected completion early 2017

M. Levison, Simcoe Muskoka District Health Unit

- Climate Change and Health Vulnerability Assessment (February to the Board), additional opportunity to provide comment/review
- [EcoHealth](#) Toolkit to be released, with M. Levison to present at Latornell Conference on November 17

D. Luker, Township of Tiny

- August 2017 – Farm Fresh Food Fest planning, event to be held in Tiny
- Township communication with Minster Murray on septage/infrastructure – Township has met with him, sent letter to AMO, another to ROMA
- Tree Planting Program (SPSC and SSS involvement potential)
- Potential for an arboretum project to begin in 2017 with the Georgian Bay Hunters and Anglers
- Trails and AT Plan update as the Township has completed wayfinding program
- Grass planting by the Recreation/Parks Department to help restore coastal dunes at Bluewater Beach in October (Marin grass)
- Township completed an assessment of cost savings from Led streetlights – 50 % reduction

8.0 Adjournment: Time: 11:49am

9.0 Next Meeting

When: Tuesday, November 29, 2016
 Time: 2pm-5pm
 Where: NSSRC, 527 Len Self Blvd., Midland

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