



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, September 8, 2016
Time 10am-12pm
Location Sustainable Severn Sound's Office (c/o North Simcoe Community Futures Development Corporation), 105 Fourth Street, Midland

Attendees

Chris McLaughlin, Director/General Manager, NSCFDC (Alternate Chair)
Councillor Barbara Coutanche, Township of Oro-Medonte
Councillor Mike Lauder, Ward 2, Town of Penetanguishene
Councillor Ron Stevens, Ward 4, Township of Severn
Doug Luker, CAO/Clerk, Township of Tiny, Chair
Ian Feigel, Intern, NSCFDC
Karen Alexander, Community Engagement Leader, Township of Tiny
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
Steffen Walma, Deputy Mayor, Township of Tiny, County of Simcoe representative
Tracy Roxborough, Sustainability Coordinator, Sustainable Severn Sound

Regrets

Andrea Betty, Director of Planning and Community Development, Town of Penetanguishene
Jennifer Schnier, Communications and Economic Development Officer, Township of Georgian Bay
Steve Farquharson, Director of Planning and Development, Township of Tay
Gail Marchildon, Office Manager, Severn Sound Environmental Association
Jonathan Main, Councillor, Ward 1, Town of Midland
Jonathan Pauk, Planning Intern, Township of Tay
Marina Whelan, Program Manager, Environmental Health Program Manager, Simcoe Muskoka District Health Unit

1.0 Welcome, Introductions and Approval of Agenda

Discussion: Chair began with introductions, and then requested any additions or changes to the agenda, with SSS indicating no changes requested. Chair then requested motion to approve the agenda. Moved by P. File, seconded by R. Stevens. Carried. Agenda approved.

2.0 Approval of Minutes from the 4-Aug-16 SPSC Meeting

SPSC DRAFT MINUTES – 8-Sep-16



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Discussion: Coordinator advised that the DRAFT minutes were provided to the SPSC on 1-Sep-16, with no corrections requested. Chair requested motion to approve the 4-Aug-16 meeting minutes. Moved by S. Walma, seconded by R. Stevens. Carried. Minutes of the 4-Aug-16 SPSC meeting approved 8-Sep-16.



SustainabilityPlanSteeringCommittee_M

Action Item(s): (1) Coordinator to send the approved minutes to the Clerk of each partner municipality for submission to Council. (2) Coordinator to send full files to each representative in response to technical issues regarding downloading from the SSS website.

3.0 2016 SSS Work Plan Items

3.1 Sustainability Speaker Series

Discussion: Coordinator provided an overview of the next Sustainability Speaker Series event proposed for November, 2016. The event will feature 4 key components:

1. Launch of the new SSS website,
2. Release of the 2016 Sustainability Report Card,
4. Recognition of Municipal Sustainability Leadership Nominations through the presentation of (7) small awards (plaques), and
4. (1) Keynote Speaker.

The Coordinator provided bios and details for the potential keynote and then requested a vote to select the keynote speaker, with the options being (1) Dr. Wayne Caldwell, or (2) Dr. Karen Farbridge. The committee voted with a majority to select Dr. Farbridge as the keynote speaker. Further discussion was held regarding event details and possible venues, with the committee suggesting several options.

Action Item(s): (1) Coordinator to research and select venue based upon (a) speaker availability, (2) technical options, and (3) choice to select local food options for catering and provide update at the 8-Oct-16 SPSC meeting.

3.2 Website Redesign Project

Discussion: Coordinator provided an update on the status of the website redesign, noting that the timeline had been pushed back slightly due to the addition of the Sustainability Report Card in November.

Action Item(s): (1) Coordinator to provide written update to the Website Redesign Subcommittee by the next meeting on 8-Oct-16.

3.3 Sustainability Report Card

SPSC DRAFT MINUTES – 8-Sep-16



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Discussion: Coordinator provided an update on the criteria for the Sustainability Report Card that was approved at the 6-Jul-16 meeting and the addition of the Sustainability Leadership Award ('Sustainability Champion') awards to the project overview. Discussion included that the best practice case studies will be linked to the Report Card, and used as examples of sustainability progress in each of the municipalities. Motion to approve the changes to the Project Overview as presented by S. Walma, seconded by P. File. Carried. The Coordinator detailed the process for completing the assessment list which will form the bulk of the report card, and informed the committee that interviews will be arranged with each member and the CAO of their municipality to complete the checklist and discuss the actions/practices per municipality.

Action Item(s): (1) Coordinator to arrange meetings and inform each SPSC member of the date/time to ensure their attendance. (2) Coordinator to prepare DRAFT #1 of the report card for review by the committee at the next SPSC meeting on 8-Oct-16.

- Project Overview (Approved 6-Jul-16)



ProjectOverview_SustainabilityReportCa

3.3.1. Municipal Sustainability Leadership Awards

Discussion: Coordinator overviewed the process for the Sustainability Leadership Awards and provided each SPSC member with the nomination form and asked for the return of the form by SPSC members by 4-Oct-16.



SustainabilityLeadershipAwards_2016_F

Action Item(s): (1) Coordinator to send a reminder on 2-Oct-16 for the 4-Oct-16 deadline. (2) Coordinator to review budget (add plaques) and reduce food/beverage budget for committee information at the meeting 8-Oct-16.

4.0 Project Budget

- Financial Statement as of 31-Aug-16



FinancialStatement_31-Aug-16.pdf

SPSC DRAFT MINUTES – 8-Sep-16



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Discussion: Chair requested a motion to receive the statement as presented, moved by R. Stevens, seconded by S. Walma. Carried.

5.0 October 2016 – December 2016 Meeting Schedule

Date	Time	Location	Purpose
Thursday, October 6, 2016	10am-12pm	SSS Office, 105 Fourth Street, Midland	<ul style="list-style-type: none"> • Review of Draft Report Card • Review and Approve Leadership Nominations • Discuss Sustainability Speaker Event Details
Thursday, November 3, 2016	10am-12pm	SSS Office, 105 Fourth Street, Midland	<ul style="list-style-type: none"> • Review and Final Comment on Report Card • Review New Website
Tuesday, November 29, 2016	2pm-5pm	NSSRC, 527 Len Self Blvd., Midland	<ul style="list-style-type: none"> • Sustainability Speaker Series event
Thursday, December 1, 2016	10am-12pm	SSS Office, 105 Fourth Street, Midland	<ul style="list-style-type: none"> • Review and Discussion of 2017 SSS Work Plan

6.0 Information Sharing

Discussion: Due to the discussion of other agenda items, time was not available to address this item besides the mention regarding the Coordinated Land Use Review. Item is to be included in the September newsletter and to be added as an agenda item for discussion at the 6-Oct-16 meeting.

<http://www.mah.gov.on.ca/Page10882.aspx#HowParticipate>



Co-ordinated
Review_ Feedback o

7.0 Adjournment: 12:05pm

Time:

Next Meeting

When: Thursday, October 6, 2016

Time: 10am-12pm

Where: SSS Office

SPSC DRAFT MINUTES – 8-Sep-16