



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, August 4, 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 Ron Stevens, Ward 4, Township of Severn
Gail Marchildon, Office Manager, Severn Sound Environmental Association
Ian Feigel, Intern, NSCFDC
Jonathan Main, Councillor, Ward 1, Town of Midland
Jonathan Pauk, Planning Intern, Township of Tay
Karen Alexander, Community Engagement Leader, Township of Tiny
Marina Whelan, Program Manager, Environmental Health Program Manager, Simcoe Muskoka District Health Unit
Nick Popovich, Director of Development Services, Township of Georgian Bay
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
Councillor Mike Lauder, Ward 2, Town of Penetanguishene
Jennifer Schnier, Communications and Economic Development Officer, Township of Georgian Bay
Doug Luker, CAO/Clerk, Township of Tiny
Keith Sherman, Executive Director, Severn Sound Environmental Association
Morgan Levison, Public Health Promotor, Simcoe Muskoka District Health Unit
Steve Farquharson, Director of Planning and Development, Township of Tay
Patricia File, Councillor, Ward 1, Town of Midland

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 J. Main, seconded by R. Stevens. Carried. Agenda approved.

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

SPSC DRAFT MINUTES – 4-Aug-16



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Discussion: Coordinator advised that the DRAFT minutes were provided to the SPSC on 28-Jul-16, with no corrections requested. Chair requested motion to approve the 6-Jul-16 meeting minutes. Moved by J. Main, seconded by M. Whelan. Carried. Minutes of the 6-Jul-16 SPSC meeting approved 4-Aug-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. Presentations of 3-5 partner practices which are featured as case studies on the new site,
3. Release of the 2016 Sustainability Report Card, and
4. Recognition of Municipal Sustainability Leadership Nominations through the presentation of a small award (plaque).

Coordinator noted the update of the SSS work plan in regards to both Item 3.1 and 3.2 which is included below for SPSC representative.

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.



SSS_ProjectUpdate_4-Aug-16.pdf



WorkPlan_ProjectCharter1_Updated_Ju

Municipality	Case Study	Sustainability BB	Complete	Not Complete
County of Simcoe	Waste and Recycling Manual	Waste and Recycling	x	
County of Simcoe	Food and Agriculture Charter	Greener, Food Secure Communities	x	

SPSC DRAFT MINUTES – 4-Aug-16



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Midland	School Zone Solar Assemblies	Energy Efficiency and Renewables	x	
Midland	Native Species List	Greener, Food Secure Communities	x	
Midland	DES Study – Co-generation	Water and Sewage	x	
Severn	Outdoor Fitness Equipment	Housing and Community Development	x	
Severn	LED Signage Partnership	Energy Efficiency and Renewables	x	
Tiny	Trails and AT Master Plan	Transportation Planning and Traffic Management	x	
Tiny	Septic Reinspection Program	Water and Sewage	x	
Tiny	Health and Fitness Day	Housing and Community Development	x	
Penetanguishene	Watts Not Program (Library)	Energy Efficiency and Renewables	x	
Penetanguishene	Streetscaping Program	Land Use, Urban Form and Community Design		x
Penetanguishene	Urban Design Manual	Land Use, Urban Form and Community Design		x
Tay	Phragmites Management Project	Greener, Food Secure Communities	x	
Tay	Tay Bike Day	Housing and Community Development	x	
Tay	Community Garden and Orchard	Greener, Food Secure Communities		x
Georgian Bay	Good Food Basket	Greener, Food Secure Communities	x	
Georgian Bay	Official Plan Profile	Land Use, Urban Form and Community Design	x	
Oro-Medonte	Braestone (Buffalo Springs) Profile	Land Use, Urban Form and Community Design		x
Oro-Medonte	Paperless Transition (Parks)	Waste and Recycling		x
SMDHU	Travel Conservation Policy	Climate Change	x	

3.3 Sustainability Report Card

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

SPSC DRAFT MINUTES – 4-Aug-16



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sustainability progress in each of the municipalities. Motion to approve the changes to the Project Overview as presented by S. Walma, seconded by J. Main. Carried.

- Project Overview (Approved 6-Jul-16)



ProjectOverview_SustainabilityReportCa

- 2nd Review of Draft Checklist



ReportCardCriteria_V2.xlsx



ReportCardCriteria_V3_SPSCWorksheet.



Comments_Aug4.docx

Action Item(s): (1) Coordinator to prepare a nomination form and background for the Sustainability Leadership Award and provide to each SPSC member at the 8-Sep-16 meeting. (2) Recommendation received to ensure the inclusion of the ‘provincial research’ (i.e., ‘What is Happening in Other Municipalities in Ontario’ as part of the narrative of the report card). (3) Coordinator to prepare an updated version of the Report Card Criteria for SPSC review at the 8-Sep-16 meeting based upon the review activity completed by the SPSC.

4.0 Budget

- Financial Statement as of 31-Jul-16



FinancialStatement_31-Jul-16.pdf

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

5.0 September 2016 – October 2016 Meeting Schedule

Date	Time	Location	Purpose
Thursday, September 8, 2016	10am-12pm	SSS Office, 105 Fourth Street, Midland	<ul style="list-style-type: none"> • Review of Draft Report Card • Present Sustainability Champion Package/Documents • Discuss Sustainability Speaker Event and Municipal Presentations



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Thursday, October 6, 2016	10am-12pm	SSS Office, 105 Fourth Street, Midland	Regular Meeting
Thursday, November 3, 2016	10am-12pm	SSS Office, 105 Fourth Street, Midland	Regular Meeting

6.0 Information Sharing

Discussion:

SSEA: Keith Sherman has retired as ED for the SSEA, with a new ED to start in September. Mr. Sherman will take on the role of Special Projects Manager and Risk Management Official with the SSEA.

Tiny: Utilizing social media to engage the community in wayfinding and physical activity – will share further information as available.

7.0 Adjournment: 12:10pm

Time:

Next Meeting When: Thursday, September 8, 2016

Time: 10am-12pm

Where: SSS Office