



**SUSTAINABILITY ADVISORY COMMITTEE
AGENDA**

Date and Time Wednesday, April 4, 2012 at 1:30pm

Place County of Frontenac Administrative Boardroom 2069 Battersea Road, Glenburnie

Members:

Geoff Sandiford, Chair

Ron Hipfner, Vice Chair

John McDougall, County Councillor

Don Ross, Community Member

John Kittle, Community Member

Warden Janet Gutowski, Ex-Officio

Page

1. Call to order
2. Adoption of the agenda
3. Disclosure of pecuniary interest and general nature thereof
4. Closed meeting
5. Adoption of minutes
 - Committee Meeting Minutes of March 1, 2012
6. Business arising from the minutes
 - Chair Geoff Sandiford's Meeting with Deputy Warden Dennis Doyle
 - Indicators Review Update
 - New Leaf Link Update
 - Partners for Climate Protection Update
 - 2012 SAC Work Plan
 - 2012 Sustainability Budget Update
7. Deputations and/or presentations
8. Communications
9. Reports/Topics for Discussion
 - Discussion Forum Tool
 - ICSP Breakfast
 - Township Strategic Plans
 - AMO Gas Tax Award Opportunity
10. Other business
11. Next meeting date

3-8

9-10

11-13

14-21

Page

11. Next meeting date

- Wednesday, June 6, 2012 at 1:30 p.m.

12. Adjournment



Minutes of the Sustainability Advisory Committee Meeting

March 1, 2012

A meeting of the Sustainability Advisory Committee (SAC) was held in the Frontenac Boardroom of the County Administrative Office, 2069 Battersea Road, Glenburnie on Thursday, March 1, 2012 at 1:00 p.m.

Members Present: Chair Geoff Sandiford; Vice Chair Ron Hipfner; Warden Janet Gutowski; Councillor John McDougall; Don Ross; and John Kittle

Staff: Elizabeth Savill, CAO/Clerk; Anne Marie Young, Economic Development Manager; Alison Vandervelde, Sustainability Assistant; Casey Buchanan, Executive Assistant (Recording Secretary)

1. Call to order

Chair Geoff Sandiford called the meeting to order at 1:07 p.m.

2. Adoption of the agenda

Adoption of the Agenda

Moved By: Vice Chair Ron Hipfner
Seconded By: Councillor John McDougall

RESOLVED THAT the agenda for the March 1, 2012 meeting of the SAC be adopted as presented.

CARRIED

3. Disclosure of pecuniary interest and general nature thereof

Disclosure of pecuniary interest

Chair Geoff Sandiford asked the recording secretary to note that there was no disclosure of pecuniary interest declared.

4. Closed meeting

5. Adoption of minutes

SAC Meeting Minutes
March 1, 2012 -1:00 PM

11-12-07 Sustainability Advisory Committee Meeting Minutes

eAgenda Tool

The committee discussed the new agenda format noting it was easy to follow and supports the future use of the software. And personal productivity and green awareness.

6. Business arising from the minutes

Chair Geoff Sandiford Meeting with Deputy Warden Doyle re: Islands Projects

Chair Geoff Sandiford informed the committee that he has a meeting with Deputy Warden Denis Doyle next Wednesday to explore how the Islands can get more connected with the sustainable actions plan.

Councillor John McDougall: Information on HUME Planning Scheme

Councillor McDougall informed the committee that the topic was for information purposes only. John discussed with the committee the idea of using sustainability procedures with everything we do and noted a number of examples and suggested that the committee look into examples more closely at another meeting. The committee agreed that if the townships had a similar model it would enforce communications with the County.

Development of Communications Plan

The report that was presented on the eAgenda had technical difficulty therefore Elizabeth circulated via email. Alison presented a report to the committee and noted as part of improving communications across the County, noting she has sent out eight (8) newsletters including issues of county bytes, and others focused on seniors housing. Alison added that the newsletter is distributed to three hundred and eighty-eight (388) contacts and we are experiencing growth from 5-10 people every week.

The committee discussed social media, Facebook® and Twitter®. Referring to her report, Alison noted that the statistics have increased since report was prepared, and the County has currently "tweeted" 22 times, has 54 followers and is following 59. On Facebook®, Alison informed the committee that the statistics are not quite as positive, but so far have to have 16 people liking the page. Alison added that Facebook's ® "insights" tool is not available until 25 people like the page, and encourage the committee to join as it will assist in tracking and improving interactions on the page.

Warden Janet Gutowski spoke to the value of the increased communications and noted that the service was useful to herself in an emergency situation that arose in north Frontenac a week previous when phone lines were out, through Facebook® and Twitter® to communicate an emergency situation and to put out an emergency plan. Janet noted that the social media is really helpful to use as a practical tool at the County.

Anne Marie added that the media releases are being picked up a lot more than years gone by, noting the community improvement plan release has been picked up by today's issue of the Whig.

7. Deputations and/or presentations

Indicator Review and Presentation

Liz spoke to the committee about using indicators to reflect what projects the group has been progressing with noting the excerpt from the beginning of the report is from sustainable actions 2009. Liz highlighted the three questions in the report and noted the complexity of the spreadsheet.

Peter spoke to the spreadsheet and described how to read it. To provide an example, Peter discussed line 44 of the spreadsheet which is the number of ambulance calls in detail. Liz noted the type of guidance staff is looking for is to address indicators with no data or those that are difficult to collect due to high maintenance as well as those indicators we are suggesting need some altering.

John Kittle noted that the indicators by themselves require rationale behind them and noted he did some work on the energy indicators and would send them onto Alison for consideration. John added that there is a huge amount of work associated with this and noted that even if the committee got rid of the ones marked in red and orange, there is still over 100 indicators, so that the committee should consider cutting the list down. Geoff agreed and noted that it would be important for the committee to be slightly ruthless in choosing which ones we move forward with to ensure we have an indicator with a target in mind. John Kittle made reference to Jeff Green's news article in the Frontenac News on Green Initiatives in the County and noted we need a focus. John McDougall referenced the most recent sustainable actions publication and noted the monitoring is clear and limited enough that we can understand it, adding if we had the indicators divided by categories they may be more workable. Geoff suggested that the committee look at the Kingston sustainable document which has a total of 40 indicators, as a comparator.

Elizabeth spoke to the discussion noting that the discussion is positive and is what staff requires in order to move forward. Liz requested that the committee work through the spreadsheet and submit what they feel has merit in terms of indicators and what we should move forward with under the focus areas. John Kittle noted that it's important when doing this exercise, committee members need to state the rationale for why it's important. The Committee members agreed to review and flag three each.

The committee commended Alison and Peter for going through each of the indicators as it was a huge project to take on. Geoff noted that this would be a piece that Councillor's would really like to take advantage of to see how the county is doing (indicators against investments). Ron suggested we go from the four pillars and work down and the committee discussed looking at examples to not reinvent the wheel.

John Kittle and John McDougall agreed to work on culture indicators and Alison will assist as staff.

The group jumped to budget discussions and Geoff expressed concerns about cutting major sustainable initiatives and added that the committee should consider a written deputation to Council to address the list that was presented. John McDougall noted that the difficulty arises in that a lot of the items have been committed to by previous Councils and it is short sighted to drop by Council. The committee agreed that between now and March 13, 2012 there needs to be work done that will focus on the value of what each indicator has rather than the dollar value.

Councillor John McDougall left the meeting at 2:31 p.m.

Moved By: Councillor John McDougall
Seconded By: Vice Chair Ron Hipfner

RESOLVED THAT the Committee prepare a pre-budget presentation to go to Council at their special council meeting on March 13, 2012 outlining the sustainability budget and projects in more detail.

CARRIED

8. Communications

Special Adults and Sustainability in Frontenac, New Leaf Link

Geoff spoke to the letter and noted it was for information purposes only. Warden Gutowski discussed the letter and added that it is very important to table and believed that the small group is organized well however they will have difficulty in that they do not have sustainable funding. John Kittle suggested that the committee consider a community partnership program with the group as it would be valuable with New Leaf Link and helps to legitimism the group's position.

Moved By: John Kittle
Seconded By: Warden Janet Gutowski

RESOLVED THAT the committee direct staff to draft a letter and a media release advising the group that the Sustainable Advisory Committee would like to enter into a community partnership offering our support.

CARRIED

9. Reports/Topics for Discussion

Federal Gas Tax Fund Reporting

The committee received the report for information only.

FCM Conference Feedback

The committee received the notes to file for information purposes only.

Sustainable Kingston - 1st Annual Community Forum Report

The committee received the forum report for information purposes only.

SAC Meeting Minutes
March 1, 2012 - 1:00 p.m.

Partners for Climate Change Protection- Action Plan for Milestone Framework

Don Ross informed the committee that Dr. Fenik would most likely be willing to assist and Don added that Queen's University would be willing to put student work into it from various departments. Don suggested we let Queen's run with it and see where it goes. Don will provide more specifics to the committee on the program and how to involve the student in the work.

2012 Work Plan Review

The committee discussed the work plan and Ron stressed that there is action required under item number eleven and therefore tying into number nine. Ron suggested that the two items be scheduled earlier. The committee discussed the importance of strategic planning and recommended that staff bring strategic plan examples to the next meeting for the committee to review. Ron suggested Council will need the timelines before it goes to council on the 21st of march. Alison committed to circulate survey monkey to determine timelines and dates on the work plan before bringing the plan to Council.

Moved By: Don Ross
Seconded By: John Kittle

RESOLVED THAT the Committee present the work plan as amended with time lines to be added to County Council.

CARRIED

10. Other business

Ryerson Meeting

The group discussed the Ryerson meeting noting the importance of having a student from different areas come to eastern Ontario and the positive economic and sustainable impact it will have for the Frontenac's and surrounding areas.

St. Lawrence College Community Council Meeting

Warden Janet Gutowski spoke to the meeting noting that it was very well attended, including representation by a number of area Mayors. The meeting was host to three presentations regarding sustainability and Janet informed the committee that there would be value in having them make the same presentation to Township and County Council's.

News Articles: Census Results & EOWC Press Release

Ron spoke to the articles noting that they are focusing on the shrinking population, but growing households. Within the Frontenac's we are seeing a higher age category and fewer young people. The committee agreed that this is a hot topic for the future to focus on what is taking away young people from the Frontenac's and keeping our older generation.

Janet noted the press release from the Eastern Ontario Warden's Caucus and informed the committee that it will be coming forward for Monday regarding information presented to the Ministers about the future of Ontario Municipalities. Janet agreed with Ron's concerns and added that there are opportunities to recruit a younger generation and businesses through succession planning. Janet noted that one of the issues is that there is a lack of collaboration because of financial pressures on the townships and that a plan to address infrastructure will help take pressures off County Councillors.

11. Next meeting date

Wednesday, April 4, 2012, 1:30 p.m.

12. Adjournment

The meeting was adjourned at 3:01 p.m.

Sustainability Pillars, Indicators

Sustainability projects that I scanned varied widely on their approach to indicators. Many use three pillars (omitting culture). Many do not have pillars per se and group their indicators into handy categories. For example Calgary uses: Community, Economic, Education, Wellness, Resource Use and Natural Environment.

My most interesting realization was that the reporting was not only hard numbers in tables or graphs, but also included a narrative describing the source and quality of the data. Most commented on the trend and mitigations/projects that could address (or are addressing) the issue. From this I conclude the lesson is that we should only present indicators for which there are data.

Here's my rewrite of the pillar definitions:

The Environment Pillar is the most fundamental. It includes the quality of air, water, land and the natural life that it supports. A poor environment constrains life itself.

Environmental indicators include:

1. Pollution levels of our groundwater and lakes
2. Air pollution
3. Contaminated land
4. Numbers of native and invasive species of all types; populations at risk

The Economic Pillar encompasses those activities that generate wealth and consume resources (actual and personnel time).

Economic indicators include:

1. Household incomes and their breadth
2. Employment, unemployment, welfare, and other social assistance rates (e.g. food bank, special grants)
3. Taxes from commercial and industrial vs. households
4. Hours of work at minimum wage to afford rent
5. Infrastructure deficit and spending

The Social Pillar encompasses the community use of, and status of the basic services including education, health, safety, and transportation.

Common Social indicators:

1. Availability of basic and emergency health care – time and cost
2. Education levels of the various age groups and populations
3. Library use; class sizes
4. Household ages and sizes
5. Participation rate in healthy activities like canoeing, running, cycling, walking, baseball, soccer
6. Self-rated and measured health (e.g. birth weights, obesity, cancer rates)

7. Transit use; vehicle miles
8. Crime rates and fear perceptions

Culture is the realm of human interaction and expression beyond the basic economic and safety. For example an exercise class for seniors is fulfilling a social need, but an art exhibit addresses a higher level need (“belonging”, per Maslow’s hierarchy of needs).

Culture indicators (must be local):

1. Participation in religion, and in service clubs
2. Participation in book clubs, festival committees, community associations
3. Attendance at dances, fashion shows, art exhibits, bars
4. Participation in political and community events/meetings addressing govt. and governance
5. Sense of community

It should also measure the participation rates of the young, old, “minorities”, poor and rich, etc.

Ron Hipfner, Apr 3/2012

Council's Strategic Directions



1. Develop a **Long Term Capital Plan**:
 - a) Infrastructure – reviewing existing, through Operational Plans to determine future needs and affordability.
 - b) New Proposed Capital Projects:
 - i) War Memorial Site.
 - ii) Ambulance Base in Ompah.
 - iii) Municipal Multi-Purpose Complex – starting with Municipal Office and Council Chambers (staging).
 - iv) Solar MicroFIT.
2. Promoting **Economic Development Initiatives**:
 - a) Development ready.
 - b) Enhancing tourism opportunities (branding, signage, increasing trails, boat launches, etc.).
 - c) Eco-tourism.
3. Promoting **Green Energy**:
 - a) Conservation of resources and utilities.
 - b) Renewable energy, etc.
4. Enhance existing **Public Education and Communications Plan**

Adopted on February 24, 2012



Township of South Frontenac Strategic Plan

MISSION:

To sustain and enhance the long-term quality of life for residents of the Township of South Frontenac.

The mission is achieved by:

- providing essential and important municipal services and infrastructure in an efficient, well-planned and cost-effective manner
- being an advocate for sensible growth with a sensitivity to the natural environment
- supporting the Township's unique identity, culture, history, economic vitality and rural-urban lifestyle
- anticipating change and building capacity to cope with the evolving demand for services

VISION:

The Township will be a well-managed and responsible municipality.

The vision is achieved by:

- acting in the interests of and for the benefit of the entire municipality by doing the "right thing" over the expedient, while recognizing it cannot be all things to all people
- pro-actively planning for the long-term development of infrastructure and services
- balancing; costs and benefits, needs and circumstances, ambition and financial capacity
- acting on opportunities, assessing risks, and considering the impacts of long-term trends
- setting high standards for the municipal services and infrastructure it provides, and maintaining them at levels the community can be proud of
- managing the finances in ways that are a model of fiscal responsibility
- conducting business and treating individuals in a fair, consistent, professional, respectful and supportive manner
- educating and informing the public of the impacts of municipal decisions and engaging them in a variety of easy ways to give input whenever practical and possible

Adopted by Council October 4, 2011



STRATEGIC DIRECTIONS:

1. Develop a policy framework for managing growth, the planning process and the demand for services

- Provide clear direction and consistency for those engaging with the Township's planning process
- Manage growth with a long-term plan rather than short-term ad hoc decisions

2. Develop a plan for managing assets including a consolidated capital plan

- Complete an inventory of capital assets and a needs assessment to manage infrastructure, halls/facilities, property, waste sites and equipment
- Look at options for multi-year budget planning, including provincial/federal funding opportunities, various formulas for building reserves to replace assets, and long-term financing instruments such as bonds and debentures
- The review should include a look at access and other policies, especially in the context of liability assessments

3. Develop and implement a communications plan

- Enhance taxpayer communication and education to manage expectations and ensure taxpayers have "no excuse not to know".
- Strengthen communication and formal collaboration with the County and other neighbours/ partners to streamline operations, eliminate duplication and promote economic development
- Make the website easier to use

4. Develop a long term plan to manage human resources

- Plan for staffing levels
- Clarify scope and roles for volunteers
- Clarify the roles of internal departments and external partners
- Address pressures on staffing resources in areas such as succession and leaves

5. Improve governance and processes

- Review options to improve leadership and processes for working together
- Develop a new governance model (size etc.) and role/management of volunteers
- Provide the means (information, expertise, dollars) to pursue options
- Look at economic development approaches that are "outside the box"
- Take an active approach to provide leadership on environmental initiatives
- Keep Council focused on policy and staff on operations
- Need to move things forward with outside-the-box thinking and adequate resourcing

Adopted by Council October 4, 2011



AMO GAS TAX PROJECT AWARD

Celebrating excellence in the use of Canada's Gas Tax Fund

Purpose

The AMO Gas Tax Project Awards honour municipalities that have demonstrated excellence in the use of Canada's Gas Tax Fund (GTF). The Award will showcase infrastructure projects that make a difference in our communities, while achieving the GTF's objectives.

Eligibility

- Open to every municipal government in Ontario, regardless of size.
- Any infrastructure project supported by any amount of GTF revenue.
- Multi-year projects are eligible, but must be predominantly completed.

Benefits

Up to a maximum of three Awards will be awarded each year, based on population size. Winners will receive:

- Official recognition on the main stage of the 2012 AMO Annual Conference in Ottawa. The conference attracts over 2,000 municipal, provincial and federal representatives each and every year.
- A communications event and/or a news release in your municipality, so you can share your victory with local media and residents.
- Promotion from the Government of Canada, meaning nationwide attention on your project and municipality.
- A full page feature in AMO's Gas Tax Annual Expenditure Report.
- The right to use the "AMO Gas Tax Project Award Winner" designation on all stationery and publications.

How to Enter

Complete the attached entry form and deliver to the AMO office on or before Friday, May 25, 2012. The entry form is also available on the AMO website at www.amo.on.ca - click on Sustainable Municipalities - Federal Gas Tax.

If you require more information, please contact us.

Phone: (416) 971-9856; Email: gastax@amo.on.ca

Award Selection Criteria

Entries will be judged according to the following general criteria:

- Project demonstrates the GTF's environmental objectives of cleaner water, cleaner air, or reduced greenhouse emissions;
- Project addresses local needs and has wide ranging community benefits;
- Project shows long term planning with respect to the use of Canada's Gas Tax Fund and/or municipal planning;
- The portion of Gas Tax funding used to finance the project will also be considered.

Award Selection Committee

An Awards Selection Committee will be appointed each year.

Entry Requirements

1. Each municipality can enter only one project per year. There is no fee to apply.
2. Your submission should include:
 - A completed entry form,
 - 2-5 high resolution photographs of the project or site. If necessary, artists' renderings or project blueprints can be submitted in place of photographs.
3. Your submission may include:
 - No more than one page of supplementary project information,
 - Additional photographs.
4. Send four hard copies and one electronic copy to:

The Association of Municipalities of Ontario
200 University Avenue, Suite 801
Toronto, ON M5H 3C6
Attn: Gas Tax Awards

Conditions of Participation

1. Only one entry may be made for each project.
2. Projects must be predominantly completed at competition deadline.
3. The application must be submitted by an authorized official of the municipality and the applicant declaration signed by the head of the municipal administration for the municipality.
4. The municipal applicant must signify that the project or undertaking complies with all legislation and regulatory approvals. The administrators of the award reserve the right to revoke an award, or reject an entry where, in its opinion, such conditions are not satisfied.
5. Award winners are expected to share information about their project or undertaking with other organizations in Ontario. This may include making a presentation about their project at a municipal conference.
6. The decision of the administrators of the Award shall be final.
7. Entries will not be returned.
8. All submissions will be treated as public information. It is the responsibility of the applicants to ensure that the information does not breach confidentiality agreements pertaining to the project.
9. All materials submitted with applications, including photographs and renderings, may be used in AMO communications related to Canada's Gas Tax Fund.

AMO GAS TAX PROJECT AWARD - ENTRY FORM

Municipal Overview

Key Contacts - will be notified if selected as finalists

Name	Title	Telephone	Email

Population Category: Up to 10,000 10,000 – 75,000 Over 75,000

Project Overview

Project Name	
Eligible Category	<input type="checkbox"/> Public Transit <input type="checkbox"/> Water <input type="checkbox"/> Wastewater <input type="checkbox"/> Community Energy Systems <input type="checkbox"/> Solid Waste <input type="checkbox"/> Roads and Bridges
Total Gas Tax Funds Invested	\$
Number of years of Gas Tax investment	
Total Project Cost	\$
Starting Date of Design Work	
Starting Date of Construction	
Completion Date (or estimate)	
Project Description	

Community Benefits

- 1) How does this project address the social needs and challenges found in your community? Please be specific. *e.g. The health of our community was at risk before this Water project. This new filtration infrastructure will reduce the number of boil water advisories .*

- 2) Beyond this, are there any other long-term social and cultural benefits for your community? *e.g. This water project will reduce flooding of our main street. Also, it was done in partnership with a neighbouring aboriginal community and will improve long-term co-operation.*

- 3) Is this project unique in your community? If yes, describe what is new. *e.g. Yes, this is new ultra-violet water filtration technology that has been implemented for the first time in the region.*

- 4) Other comments:

Environmental Benefits

- 1) Which of the program’s environmental objectives does this project meet? Describe how. *e.g. Our furnace retrofit reduces GHGs by lowering energy use. It also leads to cleaner air since we are not using heating oil.*

Objective		How?
Cleaner Air	<input type="checkbox"/>	
Cleaner Water	<input type="checkbox"/>	
Reduced Greenhouse Gas Emissions (GHGs)	<input type="checkbox"/>	

- 2) What are the actual or estimated quantifiable outcomes? *e.g. Our furnace retrofit has reduced our energy consumption by 400 kWh per year.*

- 3) How was this calculated or estimated? *e.g. We calculated the reduced energy use from our energy bills.*

- 4) Are there any other environmentally beneficial features/technologies in your project or its construction? *e.g. Our new furnace is powered by solar energy.*

Economic & Financial Benefits

- 1) How does this project address the long-term infrastructure needs of your municipality? *e.g. This roundabout is part of our road needs study and asset management plan.*

- 2) Will this project reduce municipal operating or capital expenditures over the long term? If so, how much? *e.g. Yes, our roundabout will mean that it will cost less to maintain a typical intersection, etc.*

- 3) Does this project address the economic needs of your community? If yes, how? *e.g. Yes, a roundabout will mean easier traffic flow which will lead to improved economic productivity.*

- 4) Other comments:

- 5) If possible, please provide the number of people employed due to your project.

Type of Employment	During Construction	As a result of your Completed Project
Full Time		
Part Time		
Other		

Photographs

Please include 2-5 photographs with detailed descriptions in your submission. If necessary, artists' renderings and blueprints can also be used in place of photographs. Please describe each image in your submission in 15 words or less.

By including these items, the applicant agrees that they may be used to promote Federal Gas Tax Fund projects in AMO and Federal Government materials. These include, but are not limited to, AMO's Annual Report to Infrastructure Canada, the AMO website and media backgrounders.

For more information on why this is important, and on how municipalities can take great pictures, please visit [our website](#).

Supplementary Information

Applicants may attach up to one page of supplementary information to highlight any relevant aspects of the project not addressed in this application.

Applicant Declaration – To be completed by your municipality's Head of Administration

I acknowledge that I have read, understood and complied with the terms and conditions of participation in the AMO Gas Tax Fund Project Awards and certify that the information provided is true and complete to the best of my knowledge. I authorize the posting of this entry material on the internet via AMO and/or stakeholder websites, in AMO publications, and in any other public release of, or reference to, the material by stakeholders.

Name	
Title	
Phone	
Email	
Signature	