



**SUSTAINABILITY ADVISORY COMMITTEE  
AGENDA**

**Date and Time** Monday, October 7, 2013 at 10:00 a.m.

**Place** County of Frontenac Administrative Boardroom 2069 Battersea Road, Glenburnie

**Members:**

Geoff Sandiford, Chair

Ron Hipfner, Vice Chair

John McDougall, County Councillor

Denis Doyle, County Councillor

Don Ross, Community Member

Janet Gutowski, Warden, Ex-Officio

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1. Call to order
2. Adoption of the agenda
3. Disclosure of pecuniary interest and general nature thereof
4. Adoption of minutes
  - Minutes of Meeting held August 12, 2013
5. Deputations and/or presentations
6. Communications
7. Reports/Topics for Discussion
  - 2013-175  
2013 Work Plan Update
8. Other business
9. Next meeting date
  - The next regular meeting of the Sustainability Advisory Committee is scheduled for Monday, December 2, 2013 at 10 a.m. at the County Administrative Building.
10. Adjournment

2-6

7-16



**Minutes of the Sustainability Advisory Committee Meeting  
August 12, 2013**

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A meeting of the Sustainability Advisory Committee (SAC) was held in the Frontenac Boardroom of the County Administrative Office, 2069 Battersea Road, Glenburnie on Monday, August 12, 2013 at 10:00 a.m.

**In attendance:**

- Geoff Sandiford, Chair
- Ron Hipfner, Vice Chair
- John McDougall, County Councillor
- Denis Doyle, County Councillor
- Don Ross, Community Member

**Staff:**

- Elizabeth Savill, CAO/Clerk
- Kristin Mullin, Communications Officer, Recording Secretary
- Peter Young, Community Planner
- Anne Marie Young, Manager of Economic Sustainability

**1. Call to order**

The Chair called the meeting to order at 10: a.m.

**2. Adoption of the agenda**

Moved By: Councillor Doyle  
Seconded By: Councillor McDougall

**THAT** the agenda be confirmed.

**CARRIED**

**3. Disclosure of pecuniary interest and general nature thereof**

The Chair requested the Recording Secretary to make note in the minutes that no members of the committee declared any disclosures of pecuniary interest.

**4. Adoption of minutes**

Moved By: Mr. Hipfner  
Seconded By: Councillor Doyle

**THAT** the minutes of the Sustainability Advisory Committee meeting held June 3, 2013 be approved as circulated.

**CARRIED**

**5. Deputations and/or presentations – Nil**

**6. Communications – Nil**

**7. Reports/Topics for Discussion**

a) **2013-145**  
**Sustainability Advisory Committee – Recycling Impact Report**

Moved By: Councillor Doyle

Seconded By: Mr. Ross

**THAT** the Sustainability Advisory Committee receive this Sustainability - Recycling Impact Report for information only.

**CARRIED**

It was suggested that a similar recycling report also be done for the ambulance bases, and that updates be provided to the City of Kingston.

b) **2013-156**  
**Sustainability Advisory Committee – PAPER/CHEERIO Update Report**

Moved By: Councillor Doyle

Seconded By: Councillor McDougall

**THAT** the Sustainability Advisory Committee receive this Sustainability - PAPER/CHEERIO Update Report for information purposes;

**AND FURTHER THAT** staff be directed to review actions of other municipalities involved with the CHEERIO project with the intent to develop a business plan to present to council by the end of 2013.

**CARRIED**

Mr. Young provided an overview of the CHEERIO project. Ms. Savill described the risks involved in such a program. Councillor Doyle suggested that Frontenac County should take the lead on this project and noted his previous conversations with the Kingston Mayor regarding the CHEERIO project. City of Kingston Staff has been alerted to the project; however no action has been taken to date.

Ms. Savill will be attending the Community Energy Network Summer Retreat in Ottawa on August 22 that will include discussion of the CHEERIO project.

Mr. McDougall suggested that the committee work with “Hearthmakers”.

Motion to Amend – To Add a Clause

Moved by: Councillor Doyle  
Seconded by: Mr Ross

THAT staff be directed to review actions of other municipalities involved with the CHEERIO project with the intent to develop a business plan to present to Council by the end of 2013.

**CARRIED**

c) **2013-157**  
**Sustainability Advisory Committee – Support to Small Scale Community Sustainability Initiatives Update**

Moved By: Councillor Doyle  
Seconded By: Councillor McDougall

**THAT** the Sustainability Advisory Committee receive the *Sustainability – Support for Smaller Scale Community Sustainability Initiatives Update* report for information.

**CARRIED**

Ms. Young provided an overview of the report and discussed the value of the volunteer hours being added to the value of projects.

d) **2013-148**  
**Sustainability Advisory Committee – 2013 Work Plan Update**

Moved By: Councillor Doyle  
Seconded By: Mr. Ross

**THAT** the Sustainability Advisory Committee receive this *Sustainability - 2013 Work Plan Update* report for information only.

**AND FURTHER THAT** the Sustainability Advisory Committee recommend a Sustainability Speaker Series that would take place every quarter (one in each township) at an approximate cost of \$200 per event.

**AND FURTHER THAT** the Sustainability Advisory Committee recommend an ICSP Workshop to be planned for September 20, 2013 (location to be confirmed) that would include a keynote speaker, catered lunch, and venue rental at an approximate cost of \$1,400.

**CARRIED**

**2.a. – Volunteer Encouragement Program**

Mr. Sandiford reported that the County may not need to manage volunteerism throughout the County but may need to support the organizations that require assistance in recruiting volunteers.

Mr. McDougall suggested that the County help organizations to recruit volunteers by providing guidance in volunteer retention.

Mr. Sandiford suggested that the County add navigation for organizations to find resources to assist in volunteer retention

**ACTION**

Staff to research the opportunity to provide leadership to local organizations in need of volunteers and provide a location to post volunteer opportunities. Staff to report back at the next meeting.

Staff were asked to share the invitation list to the committee members so that they can suggest other invitees.

**2.d. – Speaker Series**

Mr. Sandiford discussed results of the survey indicating that energy retrofits and solar hot water were the top choices of topic in the survey.

The committee discussed presenting the Cheerio project at the first speaker series.

Hearthmakers was suggested as the top speaker choice for the first speaker series.

Mr. Ross suggested that the series be used as an outreach group or recruitment for support of the CHEERIO project.

Mr. Sandiford suggested that logistically we send out a slide show for the speaker series and create the meeting over the phone line as audio only.

The committee discussed the first date for the series be in the latter part of the 4<sup>th</sup> quarter of this year.

**ACTION**

Mr. Sandiford will send out a draft agenda to committee members.

**4 – Stimulate relationships and synergies with the Townships by presenting at Council meetings and through other meeting opportunities**

Mr. Sandiford reported that the presentation to the Township of Frontenac Islands did not take place as both parties decided it was not worth their time. The speaker series may be a better venue for this update.

**6 – Assist with the preparations for the Annual Workshop**

Ms. Young reported that she will connect with Don Grant to confirm his interest in assisting with the 2013 Workshop. The committee suggested the Verona Methodist Church as a venue for the event and agreed that starting early and trying to wrap up around 3pm was successful last year and should be continued. The committee also suggested touching on the speaker series sessions to advertise the opportunity, as well as the possibility of introducing CHEERIO, & Official Plan Observations.

Mr. Ross suggested that we use the workshop to affirm priorities of separate townships within the County with the possibility of creating discussion groups by township, where councillors would listen to community ideas as opposed to driving the conversation.

The committee discussed the creation of a heritage and culture plan for the County and it was noted that the loss of the monarch butterfly and bat populations in the County should be discussed at the workshop.

**ACTION**

Ms. Young to send details of conversation with Don Grant to the committee.

**7 – Comment on the draft Communications Plan being developed for Council's approval in 2013**

The draft communications plan has gone out to all committees and will be presented to County Council by the end of 2013.

**8. Other business – Nil**

**9. Next meeting date**

The next regular meeting of the Sustainability Advisory Committee is scheduled for Monday, October 7, 2013 at 10:00 a.m. at the County Administrative Building.

**10. Adjournment**

Moved By: Councillor Doyle

Seconded By: Councillor McDougall

**THAT** the meeting hereby adjourn at 11:28 a.m.

**CARRIED**



**Report 2013-175**

**COMMITTEE REPORT**

**To:** Chair and Members of the Sustainability Advisory Committee

**From:** Elizabeth Savill  
CAO

**Prepared by:** Kristin Mullin  
Communications Officer

**Date prepared:** September 25, 2013

**Date of meeting:** October 7, 2013

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**Re:** **Sustainability – 2013 Work Plan Update**

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**Committee Recommendations**

THAT the Sustainability Advisory Committee receive this *Sustainability - 2013 Work Plan Update* report for information;

AND FURTHER THAT the Sustainability Advisory Committee recommend to the Council of the County of Frontenac the approval of the Sustainability Advisory Committee 2014 Work Plan;

AND FURTHER THAT the proposed 2014 Draft Sustainability Advisory Committee budget be forwarded to staff for inclusion in the 2014 Budget presentation to County Council.

**Background**

Action has been taken on a number of 2013 work plan items. An update of progress made to date follows here.

**Comment**

The following are updates and discussion points relevant to the 2013 work plan.

**1. Maintain expertise in sustainability to ensure valuable advice can be offered to Council as required (strategically support webinars, workshops and conferences) including input into the annual budgeting process**

The Annual Integrated Community Sustainability Planning Workshop was held on September 20, 2013 at the Verona Free Methodist Church. A summary of the activities/projects that were captured by participants is attached to the end of this report as Appendix A.

A survey of participants has also been circulated and results will be reported at the next meeting of the SAC.

**2. Consider opportunities to further engage and educate communities including:**

**a. Volunteer Encouragement Program**

During the August SAC meeting, staff members were tasked to research the opportunity to provide local organizations a location to post volunteer opportunities.

Staff recommends that a listing of non-profit and charitable organizations in need of volunteers be added to the website instead of the actual volunteer opportunities. This listing could provide potential volunteers with the contact information they need to pursue volunteer positions in the County.

**b. Speaker Series**

Chair Sandiford will lead the discussion on what actions need to be taken for the speaker series.

**3. Liaise with other like-minded groups to gain insights and share expertise**

The 2013 ICSP Workshop provided a venue to share expertise and ideas with a variety of leaders in sustainability.

**4. Stimulate relationships and synergies with the Townships by presenting at Council meetings and through other meeting opportunities**

No updates.

**5. Contribute to the development and presentation of the annual *Sustainable Actions* report to Council**

*Sustainable Actions 2013* is now being drafted using the insights gained at the 2013 ICSP Workshop. Committee comments will be anticipated at the table. Comments have been provided by Councillor MacDougall who has offered his regrets.

**6. Assist with the preparations for the Annual Workshop**

The ICSP Workshop, held on September 20, 2013 at the Verona Free Methodist Church, was by initial accounts a success.

**7. Comment on the draft Communications Plan being developed for Council's approval in 2013**

The draft communications plan has gone out to all committees and will be presented to County Council by the end of 2013.

• **Updated Statistics on Current Communications Initiatives:**

Facebook

- 74 Likes
- Weekly Total Reach: As high as 224 during the first week of September

Twitter

- 471 Followers (up from 399 at June Meeting)
- 183 Tweets (In total)

E-Newsletter

<b>Date Sent</b>	<b>Email Name</b>	<b>Sent</b>	<b>Bounces</b>	<b>Opt outs</b>	<b>Opens</b>	<b>Clicks</b>	<b>Forwards</b>
03/28/2013	March 2013	624	22	3	271	41	0
04/22/2013	April 2013	625	19	1	262	67	0
04/26/2013	ICSP Breakfast Invitation	222	20	0	89	10	0
06/28/2013	June 2013	677	16	1	259	60	0
07/29/2013	July 2013	678	18	1	232	62	1
08/30/2013	August 2013	703	19	0	260	49	0

**Proposed 2014 Work Plan**

A proposed work plan and budget for 2014 has been attached to this report as Appendix B.

**APPENDIX A**

**2013 ICSP Workshop**

**Environmental Pillar**

<b>Group</b>	<b>Project Focus</b>
Group 1	Lead bullet by-laws Septic Systems Plan - "pilot programs", compulsory inspections Bulk insecticide and program Fertilizer by-laws - algae blooms and environmental impact of blooms Unemployed youth could contribute to construction of community facilities, or environmental projects Innovative technologies to manage forests and water systems Fish monitoring and screening programs Road salt alternatives along lakeshore roads Advertising of natural resources with signage and branding
Group 2	Co-op projects with lake associations and first nations Tourism based on natural resources Sharing of information through lake associations
Group 3	Lake planning Applied groundwater research Waste management plan Community workshops on preserving the environment Septics - inspection programs Community education on preserving natural resources and waterfront development
Group 5	Increase seniors housing Septic Systems - compulsory inspection/ planning for the future Preserve waterfronts Education for residents Farmland preservation strategy Protect the environment by-law enforcement Groundwater and quifer study tree cutting bylaw Alternative Land use services - Explore Norfolk County example.

Group 6	Work with existing agencies to ensure habitat and corridors are maintained and improved - land-use regulations set representation in official plan of stewardship efforts and lake association plans Protection of species at risk - education at public buildings and libraries Signage on trail to include education about species at risk.
Group 7	Volunteer centre - engaging people and highlighting volunteer opportunities available Invasive species/species at risk awareness, education and action plan Protecting farmland - at risk of using best farmable land for solar farms Pipeline reversal impact Supporting stewardship foundation, outreach events, education Contamination of alfalfa Increase biodiversity Programs to encourage farming Promote organic farming , outlets to sell product
Group 8	Lobby government for funding for environmental issues Solutions to beaver issues Engage youth in volunteerism Financial support for FAB, Stewardship Foundation etc. Financial assistance for septic infrastructure

**Social Pillar**

<b>Group</b>	<b>Project Focus</b>
Group 1	Seniors Housing should be a major priority in the short term - Cooperative model Community Paramedicine - Use Robertsville location for North , get KFL&A involved Rural Transit - use North Hastings model, allow people to stay in the community. Especially aging and young residents.
Group 2	Paramedicine clinics in other townships, could it be extended to home visits? Build mentoring programs between youth and retiree's
Group 3	Housing stock - Settlements areas, innovative Seniors Housing - community living, multi-unit dwellings Ride Share website Community paramedicine - on down time between calls healthy building materials and recommendations
Group 5	Seniors Housing - private/public partnerships need to be made, community funding Community paramedicine or nurse practitioner options Seniors associations in every community

Group 6	<ul style="list-style-type: none"> <li>Home Health - Mobile Doctors in aboriginal communities</li> <li>Access to ATM's</li> <li>Community Carpooling</li> <li>Long term care facilities - safe and funded buildings</li> <li>Affordable housing - Multi-family units, higher density, 2nd suites</li> <li>Re-use stores</li> <li>Increase rental market</li> <li>Transportation - bus service, ride share programs</li> <li>Seniors housing - co-op style living</li> <li>Home health care services</li> </ul>
Group 7	<ul style="list-style-type: none"> <li>Accessible Transportation - funding for individuals</li> <li>Public transportation and car share programs- example hastings</li> <li>Expand community paramedicine projects</li> <li>Seniors housing</li> <li>Local community improvement plans - through property taxes</li> <li>Home owner energy audits</li> </ul>
Group 8	<ul style="list-style-type: none"> <li>re-use stores</li> <li>Encourage immigration - discourage emigration</li> <li>Assisted living for seniors - push from councils</li> <li>Car-share programs / public transportation</li> <li>investigate other opportunities for transportation</li> </ul>

**Economic Pillar**

Group	Project Focus
Group 1	<ul style="list-style-type: none"> <li>Regional Signage - attractive and consistent signage throughout the county. Involve youth to reduce graffiti</li> <li>Business Park - Township/County should invest in the and help draw businesses to the area</li> <li>How can we build on local successes like FAB?</li> <li>Community Improvement plans a success</li> </ul>
Group 2	<ul style="list-style-type: none"> <li>Innovative and progressive land-use rules to promote business development</li> <li>Support to allow businesses to have debit/credit machines</li> <li>Divert infrastructure funding into income generating projects</li> <li>K &amp; P trail - add signage to local attractions</li> <li>Appeal to businesses - high speed, land, quality of life</li> </ul>

Group 3	<ul style="list-style-type: none"> <li>Community improvement plans</li> <li>Re-purposing older building (eg. Engineering firm using old church building in Harrowsmith)</li> <li>Increase rental space</li> <li>Partnerships with Queens University</li> </ul>
Group 5	<ul style="list-style-type: none"> <li>County support for ICSP - Ec Dev plan for the County with targets. Confidence ICSP will continue in the future</li> <li>Broad spectrum of community interests</li> <li>Increase in cell phone coverage</li> <li>Tourism Strategy Development - partnerships, communications plan, funding</li> <li>Scale - great bang for the buck, advertise multiplier</li> <li>CIP's - Continued support</li> <li>Finish the trail - take us through reforestation</li> <li>New Res. Build - Must all support green Energy, mandate Solar, Hot water</li> <li>Green Business park - incentives to build green, support</li> <li>Local Food - Food chapter support, word of mouth, advertising what's available</li> <li>Firming relationship with CFDC - reporting and resources, indicators for proof of success, quantifiable measurables</li> <li>Natural gas expansion - offer options for North of 7, Could County play a role?</li> </ul>
Group 6	<ul style="list-style-type: none"> <li>CIP's - Continued support</li> <li>Public transportation to business areas - subsidized by businesses (ie. Verona Foodland)</li> <li>Small scale community grants</li> <li>CIP's - Continued support</li> <li>Endorse Community-wide energy plans focusing on renewable energy, conservation and community ownership</li> </ul>
Group 7	<ul style="list-style-type: none"> <li>Build local food systems - encourage co-ops, poultry and egg grading stations</li> <li>Offer tax incentives to start up or continue business</li> <li>Tax incentives for business start ups</li> </ul>
Group 8	<ul style="list-style-type: none"> <li>Awareness and celebration of the local food system, continue building ie. Winter food festival</li> <li>Niche festive of events</li> <li>Cottage rental association or agency</li> <li>tax reductions for not-for-profits</li> </ul>
<b>Cultural Pillar</b>	
<b>Group</b>	<b>Project Focus</b>
Group 1	<ul style="list-style-type: none"> <li>Community organized transit - on demand</li> <li>St. Lawrence pre-construction programs to assist in green building</li> </ul>

Group 2	Identify cottage associations, groups, grassroots groups - possibly student project
Group 3	No input
Group 3	Financial and Planning support
Group 3	Volunteer strategy
Group 3	Festivals and events - funding for small businesses to participate
Group 3	Use county newsletter to distribute information
Group 3	Include 1st nations in heritage displays, events, etc.
Group 3	Official Plan - sort out differences in county and township plans, they should overlap
Group 3	New residents changing the community structure
Group 5	Create a culture of volunteering, engage new residents, Community centres, greenhouses etc.
Group 5	Agriculture - neighbours helping neighbours
Group 5	Support of festival and events through funding and marketing
Group 5	Multi-use public facilities
Group 5	Volunteer training
Group 5	Investment in the community goes both ways
Group 5	CIP's
Group 5	Infrastructure and municipal asset management
Group 5	Web-based volunteer board, applications for volunteerism on web
Group 5	Youth - encourage and engage
Group 5	Documentation of land uses over the years - locations of schools, churches etc.
Group 5	maintain artifacts/ preserve heritage (museums, cemeteries, need to collect and store artifacts)
Group 5	Libraries, music, arts
Group 5	Maintaining culture, small food stores,
Group 6	Merged with Group 1 due to lack of participants
Group 7	Sites of area history - mines
Group 7	Museum for first nations
Group 7	Tourist Centre
Group 7	Support for local events
Group 7	Advertise Rideau canal opportunities
Group 7	Carry forward community improvement plans
Group 8	Arts need to be brought into the forefront
Group 8	off season festivals
Group 8	Cultural workshops/training learning about other lifestyles



**Sustainability Advisory Committee  
2014 Proposed Work Plan**

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**Goal/Vision**

The vision of the County of Frontenac stated in *Directions for Our Future* is Fresh with Opportunity Growing Vibrant, Innovative, Natural, Sustainable Places. Within the context of the Values and Principles detailed, SAC will endeavour to assist the Frontenacs reach sustainability overall and ensure strong community engagement.

**Mandate**

- To provide input and suggestions regarding the implementation of *Directions for Our Future*, in particular to help meet the “*Commitment Towards a Sustainable Future*” and the “*Community Input*” elements.
- To report periodically to County Council and to produce an annual work plan for adoption by Council.

**Proposed Planning Activities for 2014**

1. Maintain expertise in sustainability to ensure valuable guidance can be offered for current and future municipal decision making (strategically support webinars, workshops and conferences).
2. Enhance awareness of community sustainability and encourage the adoption of more sustainable choices through venues such as:
  - a. Community sessions and events
  - b. Annual breakfast
  - c. Awards events
3. Liaise with other like-minded groups to gain insights and share expertise.
4. Stimulate relationships and synergies with the Townships by presenting at Council meetings and through other meeting opportunities.
5. Assist with the preparations for the 2014 Annual ICSP Workshop.
6. Contribute to the development and presentation of the *2014 Sustainable Actions* report to Council.
7. Raise awareness and solicit contributions through Community Partnerships and Citizen Commitments.

<b>Proposed Schedule of Meetings</b>	<b>Proposed 2014 Budget</b>
	Meeting expenses \$2,000
	Activities – Annual Breakfast and Workshop; educational workshops, etc 12,000
First Monday of the months of February, April, June, October and December	Sustainability Conference (4 members) 6,000
First Tuesday of August	Miscellaneous webinars etc. <u>500</u>
	Total \$20,500