



Burlington Sustainable Development Advisory Committee Meeting

Minutes

Date: January 24, 2018
Time: 7:00 pm
Location: Room 247, Level 2, City Hall

1. Members Present:

Tim Park (chair), Jim Feilders (vice-chair), Carolyn Barnes, Katie Rauscher, Herb Lewington, Bob Burchett, Herb Sinnock, Farzaneh Farahani, Susan Mattine, Jillian Gorbald, Hashem Hosseini-Mousavi, Virginia Linaja, Mathew McAuley, & Glenn Portch

2. Others Present:

Danielle Manton (Clerk), Lynn Robichaud (staff), & Gareth Williams (vol – observer)

3. Regrets:

Councillor Sharman & Chris Maynard

4. Declarations of Interest:

None.

5. Committee Orientation

5.1 Danielle Manton, Manager of Committee & Election Services, Clerks

Danielle shared information about the role of an advisory committee to council. One of the main mandates is to provide advice to council, which can be guided by the SDC's planning protocol, commenting on planning reports and delegating to council. Staff liaisons will provide information to the committee through the chairs. The Council rep is not expected to attend every meeting.

Since it is an election year, the committee should work closely with the staff liaisons about their work and double check city rules. The SDC is a

council appointed city committee, therefore, members need to follow city policies with respect to elections, similar to staff.

Action: Lynn to provide a copy of the election rules to committee members when they are available.

Committee chairs should be mindful of the allotted time to ensure effective meetings and end them on time. The committee should pass a motion to go beyond 9:00 if necessary. Review agendas to ensure that there are a manageable number of items.

New members were reminded to sign certain items in their package as required, such as the accessibility info and code of conduct.

Every citizen committee has a budget; the one for the SDC is managed through Lynn. Expenses must be approved in advance at COW.

The Clerk's department can assist if the committee wishes to delegate to council, such as to present the annual report. They can also delegate if they have commented on a report.

The SDC COW should approve committee delegations to committees of council. Committee members should also be mindful of when they are representing the SDC in public. They need to be clear whether they are representing the committee or acting as an individual citizen.

Danielle encouraged them to be creative when planning community engagement events and to reach out to other advisory committees. Consider partnering with another committee, such as cycling and heritage.

The committee's Terms of Reference is posted on line. The Terms of Reference will be reviewed at the beginning of the next council.

6. Approval of Minutes:

6.1 Approve minutes from meeting held November 15, 2017 (Tim)

7. Regular Items:

7.1 Upcoming events/news (All)

- a. HEN Eco Movie Night – 'Jane' - Speers Rd Cinema, Oakville, Feb. 8th
- b. Auto Show – Toronto. Plug'n Drive will be offering rides in electric vehicles. Gareth will be volunteering to help one day. Feb. 16-25

- c. Oakville Historical Society – An Approach to Heritage Retrofits and Restoration – St. John’s United Church, Dunn & Randall, Oakville, Feb. 21st
- d. Clean Air Hamilton Upwind Downwind Air Quality Conference – Hamilton Sheraton, Mar 5
- e. Bay Area Climate Summit – RBG – Mar 7 (evening free event) & Mar 8 (daytime paid event)

Action: Glenn & Caroline interested in attending the Bay Area Climate Summit on Mar 8th. Lynn to register them.

- f. SDC Library event, Urban Agriculture – Central Library – May 3

7.2 Council updates (Councillor Sharman)

None.

7.3 Staff Updates (Lynn)

- a. Budget

The budget for the committee is \$9,250. In 2017 the committee spent just under \$5,000. The spring Green Living Show required most of the funds. Traditionally the Awareness sub-committee spends the majority of the funds for community engagement. In addition, the committee spent just over \$700 on professional development (\$1,000 is in the budget).

- b. SOER

Will discuss at a future meeting.

- c. Options for presentations to the SDC – future meetings

Action: Lynn to follow up and schedule presentations at future COW meetings with:

David Miles, Halton Region Waste Management

Kristin O’Connor – Hamilton Harbour RAP Coordinator

Chris McLaughlin – Bay Area Restoration Council

7.4 Business arising from the minutes (All)

- a. OMB Stats

OMB stands for the Ontario Municipal Board, the appeal process for planning approvals and decisions. There are new rules for

appeals, which began on January 1st. Tim is working with Leah Smith to find stats on Burlington decisions related to the OMB.

7.5 Awareness sub-committee update (Katie)

A new app being is developed by Tim's son, Spencer, to provide a personal carbon accounting tool. Information needs to be updated on the spreadsheet by members and Spencer will continue to work on developing the app. Tim had a prototype of the app on his phone to show members at the Awareness meeting.

A spring engagement event is planned for May 3 at Central Library on Urban Agriculture. There will be presenters and a Q&A session. Katie will ask Michelle Bennett, the city's community garden coordinator to be the moderator for the session.

The committee is also discussing their fall event with a potential theme related to millennials. Will invite the Mayor's millennial committee to a future meeting to discuss ideas.

Mayor's green award – an announcement will likely not be made until later in the spring.

They are working on their year end report and 2018 objectives.

7.6 Policy and Development subcommittee update (Herb/Jillian)

Discussed work of the sub-committee, including the protocol and Terms of Reference. Roz Minaji from the Planning Department will attend the next meeting for training on the development process.

2100 Brant and 610 Surrey Lane have been reviewed and submitted. There was a discussion on the comment template and its effectiveness. It's a work in progress.

A number of Planning & Development Committee meetings (of council) have been planned for the OP.

484 Plains Road development proposal is under review.

They are working on the year end report and 2018 objectives.

7.7 Reports from external groups and conferences

a. Community Energy Plan (burlington.ca/CEP) (Herb/Lynn)

The CEP is under review. The city has hired an intern that will work on the technical analysis of the energy and GHG emissions. We are also working with Hamilton on a carbon inventory with the

provincial funding that was received to support the climate change partnership.

Task group meetings and the stakeholder advisory committee meeting have been set up to help review the information in the plan. The community engagement task group has already had good discussion about the actions, goal and objective for community engagement. Lynn will also be meeting with Transportation and Planning staff to review and update the actions under these sections.

b. BurlingtonGreen (burlingtongreen.org) (Jim)

BG has prepared a new Strategic Plan with input from 27 groups. They are trying to be more strategic and prioritize initiatives. They received a Trillium Foundation grant of \$615,000. They have 3 areas of focus: 1) Growth & sustainability – funding, resources, reporting; 2) Environmental priorities – zero waste; green space; smart communities (sustainable buildings); and 3) Empowering the community – growing partnerships, supporting other groups, and the clean-up event.

c. Halton Environmental Network (haltonenvironment.net)

HEN received funding from Trillium and is working on a Collective Impact on climate across the region, engaging different stakeholders. Burlington is not taking a leadership role since staff have a council direction to work with Hamilton and Mohawk on the Centre for Climate Change Management. Staff will however try to engage in the process where possible.

8. Other Business:

8.1 Jillian G – Brief Update on Peel Region - Climate Change Initiatives

Jillian provided some information about the Climate Change Office in Peel Region, which was formed a year ago. It evolved from the energy management office. Regional council has endorsed a commitment statement to work on climate change initiatives, which helps to prioritize actions related to climate change. The office works collaboratively with all 3 communities in Peel (Mississauga, Brampton & Caledon). They also review their own operations to identify efficiencies; including fleet & buildings (heating – natural gas). The Region is completing an emissions inventory and have adopted the provincial reduction targets, which are achievable but cost money. The Region particularly wants to help the

local communities, developing a collective impact. They can be stronger and more effective if they work together.

Action: Jillian to advise the committee when a planned art exhibit related to climate change will be open to the public in Mississauga.

8.2 Upcoming meeting dates

- a. Policy & Development Sub-Committee – Feb. 7th, Room 307
- b. Awareness Sub-Committee – Feb. 14th, Room 305
- c. Committee of the Whole – Feb. 21st, Room 247**

A request was made by Lynn to move the CoW meeting to Feb. 28th

Approved.

9. **Adjournment:**

Chair adjourned the meeting at 8:40 p.m.