

AGENDA

THE CORPORATION OF THE MUNICIPALITY OF SIOUX LOOKOUT

ENVIRONMENT COMMITTEE Council Chambers, Municipal Office Thursday, March 2, 2023 5:00 P.M.

1. CALL MEETING TO ORDER

A. Attendance

Committee Members

Ms. Anne Saltel (Vice Chair)
Ms. Joanne Peacock
Mr. Bruce Van Horne
Mr. George Hoggarth (Chair)
Cllr. Joyce Timpson
Ms. Jessi Jones
Cllr. Reece Van Breda

Staff

Mr. Jody Brinkman, Manager of Development Services
Staff Resource
Ms. Kristen Bartmann, Planning Coordinator, Recording
Secretary
Ms. Komal Shah, Development Services Administrative
Assistant

Regrets

Guest

Doug Vinkle

B. Chair to Call the Meeting to order.

C. Motion to excuse _____ from the meeting.

THAT the above mentioned members be excused from the meeting.

Moved by:

Seconded by:

2. AGENDA

a) Additions to the Agenda

b) Confirmation of Agenda

THAT the Agenda for the Environment Committee Meeting of March 2, 2023 be approved.

Moved by:

Seconded by:

3. DISCLOSURE OF PECUNIARY INTEREST

4. ADOPTION OF MINUTES

THAT the Minutes of the February 2, 2023 Environment Committee Meeting be adopted as presented.

Moved by:

Seconded by:

5. DELEGATIONS/PRESENTATIONS

6. BUSINESS ARISING FROM PREVIOUS MINUTES

- a) Green Team discussion.
- b) 2023 Work Plan
- c) Meeting Time discussion
- d) Ms. Jones suggested about Litter Solution

6.1 ACTION ITEMS

- 01-2023-01 - Research successful litter reduction strategies in other small towns – Ms. J. Jones
- 01-2023-02 – Discuss with Mr. R. Chakraborty (Recreation and Culture Department Manager) about the town planters and reusing organic materials from them.
- 01-2023-03 – Contact Mr. Clifford Mushquash regarding COP27 and ask if he would report on the conference to the Committee – Cllr. J. Timpson.
 - ❖ Cllr. J. Timpson said Mr. Mushquash would be interested in doing an activity with Committee and Council in 2023.
- 01-2023-04 – Determine whether the Committee budget is \$2,500 and if it is allocated automatically, or if Committee needs to provide a detailed budget outlining the amount requested and what it would be spent on. Also determine if work plan *and* budget need to be submitted prior to the next scheduled Environment Committee meeting (March 2, 2023) – Mr. J. Brinkman
 - ❖ Mr. Brinkman informed that the \$2,500 is in the budget and planning to develop the 2023 work plan in the Environment Committee march meeting and provide to council at their March meeting
- 01-2023-05 – Provide the Committee with additional information about the Blue Box program changes as noted in the Sioux Bulletin – Mr. J. Brinkman
 - ❖ Ms. Shah sent the council meeting report of January for committees review

7. ITEMS FOR DISCUSSION

7.1 Annual Work Plan and Budget Request

The Committee shall, via a Report authored by the Staff Resource on behalf of the Committee, at or before the March 15th, 2023 Regular Council Meeting, provide an Annual Work Plan and associated Budget request for Council's review and approval. The Annual Work Plan and Budget Request shall be accompanied by a synopsis of the previous year's Work Plan and Budget, outlining and explaining any deviations from the Council-approved Work Plan and Budget.

7.2 2023 Work Plan

Curbside Swap

- ❖ **Goals:** Continue promoting Curbside Swap
- ❖ **Lead Person:** Cllr. J. Timpson
- ❖ **Resources Needs:** Internet, Social Media, Municipal Website
- ❖ **Date Due or Frequency:** Biweekly (Saturday and Sundays) April through October
- ❖ **Tasks:** Ads and signs to encourage participation in Curbside Swap. Continue promoting Curbside Swap Facebook page and add link to Environment Committee's Facebook page.
- ❖ **Updates:**

Explore Composting Options

- ❖ **Goals:** To explore options for composting. To promote composting.
- ❖ **Lead Person:** Environment Committee
- ❖ **Resources Needs:** Internet, Municipal World magazine
- ❖ **Date Due or Frequency:** Ongoing
- ❖ **Tasks:** Research and promote municipal composting options. Promote backyard composting
- ❖ **Updates:**

Communication and Education

- ❖ **Goals:** To communicate with residents and educate regarding sustainable environmental practices.
- ❖ **Lead Person:** Environment Committee

- ❖ **Resources Needs:** Internet, Social Media (Facebook), Ads
- ❖ **Date Due or Frequency:** Ongoing
- ❖ **Tasks:** Through a variety of media, including the Environment Committee Facebook page, educate the community regarding sustainable environmental practices of any nature.
- ❖ **Updates:**

Community Garden

- ❖ **Goals:** To establish and maintain community gardens that promote and encourage locally grown produce, food security, the reduction of carbon footprints, composting and educational opportunities.
- ❖ **Lead Person:** Ms. J. Peacock
- ❖ **Resources Needs:** Municipal staff needed to help with maintenance as required.
- ❖ **Date Due or Frequency:** April through October
- ❖ **Tasks:** Maintaining the gardens, advertising, gardening classes.
- ❖ **Updates:**

Municipal Projects Review

- ❖ **Goals:** To review municipal projects that may have an environmental impact and report on their environmental effect
- ❖ **Lead Person:** Environment Committee
- ❖ **Resources Needs:** List of Capital Projects
- ❖ **Date Due or Frequency:** Ongoing
- ❖ **Tasks:** Review environmental impacts of capital projects

- ❖ **Updates:**

Environmental Recognition

- ❖ **Goals:** Recognize groups or individuals for their environmentally sustainable activities/initiatives
- ❖ **Lead Person:** Ms. A. Saltel
- ❖ **Resources Needs:** Internet, Social Media
- ❖ **Date Due or Frequency:** Ongoing
- ❖ **Tasks:** Recognizing groups or individuals on Social Media and distributing certificates.
- ❖ **Updates:**

Adaptation and Mitigation to Climate Emergency

- ❖ **Goals:** To communicate with and educate residents about effective strategies to adapt to the effects of climate change including the impact of the environment on people's health
- ❖ **Lead Person:** Environment Committee
- ❖ **Resources Needs:** Internet, Social Media, Policies
- ❖ **Date Due or Frequency:** Ongoing
- ❖ **Tasks:** Present information through a variety of media and act in an advisory capacity to the Municipality.
- ❖ **Updates:**

Promotion of Locally Sourced Food and Self-Sustainability

- ❖ **Goals:** To communicate with and educate residents about access to sustainably sourced food

- ❖ **Lead Person:** Environment Committee
- ❖ **Resources Needs:** Internet, Social Media, Workspaces
- ❖ **Date Due or Frequency:** Ongoing
- ❖ **Tasks:** Present information and education through a variety of media and act in an advisory capacity to the Municipality. Promoting different gardening options (examples: raised gardens and containers). Provide support to local gardeners by providing a platform for knowledge exchange. Promote sustainably sourced food. Through education and promotion at the farmer's markets, increase awareness about sustainably sourced foods. Advertise and encourage people to share their produce through activities such as gleaning. To approach other Northern Communities for ideas related to locally sourced food.
- ❖ **Updates:**

Waste Reduction/Diversion

- ❖ **Goals:** To reduce and divert waste
- ❖ **Lead Person:** Environment Committee
- ❖ **Resources Needs:** Internet, Social Media
- ❖ **Date Due or Frequency:** Ongoing
- ❖ **Task:** Introduce policies, practices, and by-laws to eliminate single use plastics. Advertise Waste Reduction Week. Promote reduction of litter around town. Encourage the enforcement of the existing littering By-law. Educate people on hazardous waste and how to dispose of it. To encourage households and commercial businesses to reduce the amount of recyclables thrown out with garbage
- ❖ **Updates:**

Promoting the Establishment of Natural Ecosystems

- ❖ **Goals:** To promote the use of and benefits of mow free zones. To increase mow free zones in the community on municipal properties. To encourage pollinator

friendly residential yards. Create a pollinator friendly community. To support native ecosystems.

- ❖ **Lead Person:** Environment Committee
- ❖ **Resources Needs:** Staff
- ❖ **Date Due or Frequency:** Ongoing
- ❖ **Task:** With the assistance of the Staff Resource, discuss potential mow free and pollinator friendly areas with the Recreation and Culture Manager for municipally owned property. To communicate with and educate residents on the benefits of mow free zones. Inform the Community of the benefits of pollinator friendly yards, and promote the growth of native species.
- ❖ **Updates:**

Eco Friendly Transportation

- ❖ **Goals:** To promote different means of eco-friendly transportation
- ❖ **Lead Person:** Environment Committee
- ❖ **Resources Needs:** Social media, attend trade shows, Internet
- ❖ **Date Due or Frequency:** Ongoing
- ❖ **Task:** Research different means of eco-friendly transportation and promote them to the Community. To act in an advisory capacity to the municipality to ensure infrastructure and initiatives supporting eco-friendly transportation are being considered.
- ❖ **Updates:**

7.4 Committee Budget Discussion

7.5 Committee Term Review and Future Directions

8. NEW BUSINESS

9. NEXT MEETING

The next meeting of the Environment Committee is scheduled for 5:00p.m. on Thursday, April 6th, 2023 at Council Chambers at the Municipal Office.

10. MEETING ADJOURNED

Meeting adjourned at _____.

MINUTES

THE CORPORATION OF THE MUNICIPALITY OF SIOUX LOOKOUT

ENVIRONMENT COMMITTEE COUNCIL CHAMBERS, MUNICIPAL OFFICE Thursday, February 2, 2023 5:30 P.M.

1. CALL MEETING TO ORDER/CHAIR'S INTRODUCTORY REMARKS

A. Attendance

Committee Members

Mr. George Hoggarth, Chair
Ms. Anne Saltel, Vice Chair
Ms. Joanne Peacock
Mr. Bruce Van Horne

Staff

Ms. Kristen Bartmann, Planning Coordinator, Recording Secretary
Ms. Komal Shah, Development Services Administrative Assistant

Excused

Ms. Jessi Jones
Cllr. Reece Van Breda
Cllr. Joyce Timpson

Absent

B. The Chair called the meeting to order at 5:35pm.

C. MEMBERS EXCUSED

Motion to excuse members:

Moved by: Mr. Bruce Van Horne

Seconded by: Ms. Joanne Peacock

CARRIED

2. CONFIRMATION OF AGENDA

a) Additions to Agenda

- I. Discussion about new meeting times
 - o Ms. Shah will update the committee members about the meeting timing will be 5:00 PM from next meeting onwards

II. NOMINATION OF CHAIR AND VICE CHAIR

By-law 79-15 – Terms of Reference, Section 4.5 Committee Leadership and Recording Secretary:

The Committee's Leadership shall consist of a Chair and a Vice-Chair, whom shall be elected at its first general meeting of the fiscal year by and from among the voting members. The Recording Secretary shall be the Municipality's appointed Staff Resource or designate.

- o Nomination of Chair: Mr. George Hoggarth
- o Nomination of Vice-Chair: Ms. Anne Saltel

THAT the Environment Committee adopts the following Nominations for Chair and Vice-Chair:

Chair: Mr. George Hoggarth

Vice-Chair: Ms. Anne Saltel

III. Blue box discussion

- o Ms. Saltel presented Municipality not funding Blue Box program as of June 1, and curious about hearing from staff about it. Ms. Bartmann explain and expressed that her understanding is that the program will run as usual following the change. Mr. Hoggarth's understanding is that the burden is shifting to producers for funding the blue box program. Ms. Saltel was concerned that the Committee did not hear anything about it. Mr. Hoggarth notes that all municipality in NWO are switching over at

same time. Ms. Saltel disappointed that we did not get any information about the change prior to the meeting. Mr. Van Horne agreed.

b) Confirmation of Agenda

Motion to Approve Agenda

THAT the Agenda for the Environment Committee Meeting of February 2, 2023 be approved, as amended.

Moved by: Mr. Bruce Van Horne

Seconded by: Ms. Joanne Peacock

CARRIED

3. DISCLOSURE OF PECUNIARY INTEREST

None.

4. ADOPTION OF MINUTES

Motion to Adopt Minutes.

THAT the Minutes of the December 1 2022 Committee Meeting be adopted as presented.

Moved by: Mr. Bruce Van Horne

Seconded by: Ms. Joanne Peacock

CARRIED

5. DELEGATIONS

None.

6. BUSINESS ARISING FROM PREVIOUS MINUTES

a) Green Team discussion.

I. Committee will discuss in next meeting.

- b) Mr. Van Horne proposing amendment to Minutes format for 'Action Items' section
 - I. Mr. Van Horne proposed about strictly following number format for action item to keep track of items more easily.
 - II. Mr. Van Horne explained the concept by example as month-year-number. Also, specify who exactly is to follow up on the action items. Then these are carried on to future meetings in the Business Arising Section, and noted as ongoing. If completed, noted as completed (with comments if required) Committee agrees that action items will be part of the Business Arising section, which will help individuals to track Action Items more easily.

- c) EC Instagram page update
 - I. Committee discussed about posting updates on Instagram page, but Ms. Bartmann explained the concerns of the Corporate Services department. The Committee decided not to pursue creating an Instagram page for the Environment Committee at this time.

- d) Garbage claw grabbers purchased along with wood for garden boxes
 - I. Ms. Bartmann updated that the wood for the garden boxes has been purchased and is being stored.
- e) Food Cycler project has made it through first draft of budget
 - I. Ms. Shah will email the contact email address for suggestions on the 2023 budget.

6.1 ACTION ITEMS

- 01-2023-01 - Research successful litter reduction strategies in other small towns – Ms. J. Jones

- 01-2023-02 – Invite Mr. M. Lelonde (Public Works Operations Manager) to meeting for discussion about landfill and diverting usable items from landfill; specifically, legislation that permits or disallows moving items.
 - ❖ Completed

- 01-2023-03 – Discuss with Mr. R. Chakraborty (Recreation and Culture Department Manager) about the town planters and reusing organic materials from them.

- 01-2023-04 – Contact Mr. Clifford Mushquash regarding COP27 and ask if he would report on the conference to the Committee – Cllr. J. Timpson.
 - ❖ Cllr. J. Timpson said Mr. Mushquash would be interested in doing an activity with Committee and Council in 2023.

- 01-2023-05 – Send notice of meeting start time change (formerly 5:30pm, now 5:00pm) and budget engagement email address to Committee – Ms. K. Bartmann/Ms. K. Shah

01-2023-06 – Determine whether the Committee budget is \$2,500 and if it is allocated automatically, or if Committee needs to provide a detailed budget outlining the amount requested and what it would be spent on. Also determine if work plan *and* budget need to be submitted prior to the next scheduled Environment Committee meeting (March 2, 2023) – Mr. J. Brinkman

01-2023-07 – Provide the Committee with additional information about the Blue Box program changes as noted in the Sioux Bulletin – Mr. J. Brinkman

7. ITEMS FOR DISCUSSION

7.1 ANNUAL WORK PLAN AND BUDGET REQUEST

The Committee shall, via a Report authored by the Staff Resource on behalf of the Committee, at or before the March 15th, 2023 Regular Council Meeting, provide an Annual Work Plan and associated Budget request for Council's review and approval. The Annual Work Plan and Budget Request shall be accompanied by a synopsis of the previous year's Work Plan and Budget, outlining and explaining any deviations from the Council-approved Work Plan and Budget.

The Annual Work Plan and Budget Request Council Report is due on February 24th, 2023.

The Committee discussed the work plan and decided to keep all existing actions. The Committee discussed the potential budget and asked staff to clarify if the Committee needs to request the budget monies, and if the work plan and budget need to be submitted for Council review prior to the next scheduled Environment Committee meeting. Action item created.

7.2 2022 WORK PLAN

The Committee discussed the 2022 Work Plan:

7.3 2022 Work Plan

Curbside Swap

- ❖ **Goals:** Continue promoting Curbside Swap
- ❖ **Lead Person:** Cllr. J. Timpson
- ❖ **Resources Needs:** Internet, Social Media, Municipal Website
- ❖ **Date Due or Frequency:** Biweekly (Saturday and Sundays) April through October
- ❖ **Tasks:** Ads and signs to encourage participation in Curbside Swap. Continue promoting Curbside Swap Facebook page and add link to Environment Committee's Facebook page.
- ❖ **Updates:** None.

Explore Composting Options

- ❖ **Goals:** To explore options for composting. To promote composting.
- ❖ **Lead Person:** Environment Committee
- ❖ **Resources Needs:** Internet, Municipal World magazine
- ❖ **Date Due or Frequency:** Ongoing
- ❖ **Tasks:** Research and promote municipal composting options. Promote backyard composting. To act in an advisory capacity to the municipality to ensure infrastructure and initiatives supporting eco-friendly transportation are being considered.

Updates: The Committee discussed whether 'Explore Composting Options' should stay on the work plan; the Committee decided that it is still relevant. Mr. Hoggarth noted with circular economy idea, certain waste will not be accepted at landfill. Ms. Saltel remembered discussion about clear bags and discussed about food waste going to the garbage in clear bags. Ms. Saltel mentioned that industrial composters should be considered for businesses and institutions. In addition, Mr. Hoggarth noted that other levels of Government may impose additional requirements and provide subsidies for businesses in order to meet established targets.

Communication and Education

- ❖ **Goals:** To communicate with residents and educate regarding sustainable environmental practices.
- ❖ **Lead Person:** Environment Committee
- ❖ **Resources Needs:** Internet, Social Media (Facebook), Ads
- ❖ **Date Due or Frequency:** Ongoing
- ❖ **Tasks:** Through a variety of media, including the Environment Committee Facebook page, educate the community regarding sustainable environmental practices of any nature.

Updates: Ms. Saltel mentioned the Facebook page is seeing lots of articles and interaction. There continues to be a lot of activity on Facebook page to educate people. Ms. Peacock suggested spending more on education items with this year's budget monies.

Community Garden

- ❖ **Goals:** To establish and maintain community gardens that promote and encourage locally grown produce, food security, the reduction of carbon footprints, composting and educational opportunities.
- ❖ **Lead Person:** Ms. J. Peacock
- ❖ **Resources Needs:** Municipal staff needed to help with maintenance as required.
- ❖ **Date Due or Frequency:** April through October
- ❖ **Tasks:** Maintaining the gardens, advertising, gardening classes.
- ❖ **Updates:** See Business Arising section: wood for new beds in storage.

Municipal Projects Review

- ❖ **Goals:** To review municipal projects that may have an environmental impact and report on their environmental effect
- ❖ **Lead Person:** Environment Committee
- ❖ **Resources Needs:** List of Capital Projects
- ❖ **Date Due or Frequency:** Ongoing
- ❖ **Tasks:** Review environmental impacts of capital projects
- ❖ **Updates:** None.

Environmental Recognition

- ❖ **Goals:** Recognize groups or individuals for their environmentally sustainable activities/initiatives
- ❖ **Lead Person:** Ms. A. Saltel
- ❖ **Resources Needs:** Internet, Social Media
- ❖ **Date Due or Frequency:** Ongoing
- ❖ **Tasks:** Recognizing groups or individuals on Social Media and distributing certificates.
- ❖ **Updates:** Ms. Salted noted that Kelly Baker is on the list to be interviewed when time permits.

Adaptation and Mitigation to Climate Emergency

- ❖ **Goals:** To communicate with and educate residents about effective strategies to adapt to the effects of climate change including the impact of the environment on people's health
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- ❖ **Updates:** None.

Promotion of Locally Sourced Food and Self-Sustainability

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- ❖ **Updates:** Ms. Saltel talked about bringing people in to talk to the Committee, for example Tyler Bernier; she also noted there is a new co-op group focused on getting more locally sourced food. To be further discussed.

Waste Reduction/Diversion

- ❖ **Goals:** To reduce and divert waste
- ❖ **Lead Person:** Environment Committee
- ❖ **Resources Needs:** Internet, Social Media
- ❖ **Date Due or Frequency:** Ongoing
- ❖ **Task:** Introduce policies, practices, and by-laws to eliminate single use plastics. Advertise Waste Reduction Week. Promote reduction of litter around town. Encourage the enforcement of the existing littering By-law. Educate people on hazardous waste and how to dispose of it. To encourage households and commercial businesses to reduce the amount of recyclables thrown out with garbage
- ❖ **Updates:** See Additions to agenda (2a-III) regarding Blue Box collection program changes.

Promoting the Establishment of Natural Ecosystems

- ❖ **Goals:** To promote the use of and benefits of mow free zones. To increase mow free zones in the community on municipal properties. To encourage pollinator friendly residential yards. Create a pollinator friendly community. To support native ecosystems.
- ❖ **Lead Person:** Environment Committee
- ❖ **Resources Needs:** Staff
- ❖ **Date Due or Frequency:** Ongoing
- ❖ **Task:** With the assistance of the Staff Resource, discuss potential mow free and pollinator friendly areas with the Recreation and Culture Manager for municipally owned property. To communicate with and educate residents on the benefits of mow free zones. Inform the Community of the benefits of pollinator friendly yards, and promote the growth of native species.
- ❖ **Updates:** None.

Eco Friendly Transportation

- ❖ **Goals:** To promote different means of eco-friendly transportation
- ❖ **Lead Person:** Environment Committee
- ❖ **Resources Needs:** Social media, attend trade shows, Internet
- ❖ **Date Due or Frequency:** Ongoing
- ❖ **Task:** Research different means of eco-friendly transportation and promote them to the Community. To act in an advisory capacity to the municipality to ensure infrastructure and initiatives supporting eco-friendly transportation are being considered.
- ❖ **Updates:** None.

7.4 COMMITTEE BUDGET

The Committee tabled this discussion to the next meeting, in hopes of having more members present, if possible. See Action Items section for actions to be taken.

7.5 COMMITTEE TERM REVIEW AND FUTURE DIRECTIONS

- Committee briefly discussed the Terms of Reference.
- The Committee discussed two perspectives on where the Committee's direction should come from: one thought is that Council should provide more direct input into what the Committee works on, and the other is that the Committee should work on bringing attention to items from a bottom-up route. Mr. Hoggarth noted that having more ideas from more people can be beneficial as compared to being firmly directed in only one way. Ms. Saltel noted that councillors get time at each Regular Council meeting to discuss what they have done, that could be a good opportunity to discuss what the Committee is working on and talking about. Discuss further at next meeting.

8. NEW BUSINESS

None

9. NEXT MEETING

The next meeting of the Environment Committee is scheduled for Thursday, March 2, 2023 at 5:00 pm in Council Chambers at the Municipal Office.

10. MEETING ADJOURNED

Meeting adjourned at 6:17pm.