



**KINGSTON ENVIRONMENTAL ADVISORY FORUM
MEETING No. 06-2010
AGENDA**

**Monday 10th May 2010 at 7:00 – 9:00 p.m.
in the Board Room, Rideaucrest Home**

KEAF page on the City Website: www.cityofkingston.ca/keaf

COMMITTEE COMPOSITION

Councillor Foster
Councillor Osanic
Mr. Theodore Hsu, Co-Chair
Mr. David Carnegie
Mr. Robert Foster
Mr. Matthew Gventer
Mr. Harold Pickering

Councillor Matheson
Mr. Tom Carpenter, Co-Chair
Mr. Ted Bailey
Mr. Ian Dubin
Ms. Janis Grant
Mr. Darko Matovic
Ms. Bardi Vorster

TECHNICAL REPRESENTATIVES

**Catarauqui Region
Conservation Authority**
Mr. Peter Hebert
Ms. Sara O'Neill

Queen's University
Mr. Aaron Ball
Dr. Kunal Karan—alternate
Dr. Boyd Davis— alternate

Royal Military College
Dr. Ken Reimer – alternate

**Kingston Frontenac Lennox &
Addington Public Health**

St. Lawrence College
Mr. James May
Ms. Romy Baur – alternate

1. **MEETING TO ORDER**
2. **WELCOME and INTRODUCTIONS**
3. **DISCLOSURE OF PECUNIARY INTEREST**
4. **CONFIRMATION OF AGENDA**
5. **CONFIRMATION OF MINUTES**

THAT the Minutes of the Kingston Environmental Advisory Forum Meeting No. 05-2010 held 12 April 2010 be confirmed.

Distributed Separately

6. DELEGATIONS**7. BRIEFINGS**

Mr. Speros Kanellos, Director, Growth & Initiatives, and Mr. John Sawarna, Capital Projects – will provide a briefing in regard to the Third Crossing Stage 1 Environmental Assessment.

8. REPORTS**9. BUSINESS**

- a) **Update regarding Digitized KEAF new members package index** – by Ms. Bardi Vorster
Distributed Separately in February.

This item was deferred from the March meeting.

- b) **Update regarding KEAF Annual Report** – by Mr. Ian Dubin

A copy of the annual report was distributed by email.

Distributed Separately in April.

- c) **Discussion regarding Code of Conduct for Council and Committee Members**

At the regular meeting of Kingston City Council held on April 20, 2010, the following resolution, being Clause 3, Report No. 58, was deferred and referred to the Chief Administrative Officer for comment by senior staff and to all Committees to which Council appoints residents as members. It was directed that all comments be returned to the City Clerk and that the matter will be brought back to the Administrative Policies Committee for a report back to Council by June 22, 2010.

A copy of the Memo and Code of Conduct is attached.

- d) **Update regarding KEAF Membership**

10. WORKING GROUP UPDATES

- a) **Inner Harbour Group (IHG)**

(Ms. Vorster)

- b) **Partners in Climate Protection Group (PCP)**

(Ms. Grant, Mr. Carnegie, Mr. Foster, Mr. Hsu, Mr. Pickering, Ms. Vorster)

An update will be provided by the PCP working group.

- c) **Communications – Environmental Strategy Group**

(Mr. Bailey, Mr. Carpenter, Mr. Foster, Mr. Gventer, Councillor Osanic, Mr. Dubin)

An update will be provided by the working group.

11. OTHER BUSINESS

12. SHOW AND TELL ITEMS:**13. UPCOMING EVENTS:****14. CORRESPONDENCE/DOCUMENTS**

A copy of the City report regarding lighting can be viewed at:

http://www.cityofkingston.ca/pdf/cityhall/committees/infrastructure/agenda/2010/EIT_A0510-10015.pdf

Correspondence Received as Information

Copies of the following correspondence were sent out, and will be available at the meeting if a member wishes to review the full document:

- a) **Memorandum** from Ms. Susan Powley, Committee Clerk to Ms. Carolyn Downs, City Clerk dated 15 April 2010 regarding KEAF Membership .
- b) **Information Memorandum** from Ms. Susan Powley, Committee Clerk to Mr. John Bolognone, Deputy City Clerk, dated 15 April 2010 regarding KEAF.
- c) **Correspondence** from Ms. Susan Powley, Committee Clerk to Mr. David Kay, dated 26 April 2010 regarding Resignation from the Kingston Environmental Advisory Forum (KEAF).
- d) **Correspondence** from Ms. Susan Powley, Committee Clerk to Mr. Andy Dubchak, dated 26 April 2010 regarding Resignation from the Kingston Environmental Advisory Forum (KEAF).
- e) **Correspondence** from Ms. Susan Powley, Committee Clerk to Ms. Vicki Remenda, dated 26 April 2010 regarding Resignation from the Kingston Environmental Advisory Forum (KEAF).

Correspondence Received as Information

- a) **Email Correspondence** from Ted Bailey to Marilyn Birmingham, Matthew Gventer, Tom Carpenter, Ian Dubin Robert Foster, Susan Powley, dated 22 April 2010 regarding Meeting Notes for KEAF CES Sub-committee (April 22, 2010).

15. DATE OF NEXT MEETING

The meetings for 2010 are scheduled at 7:00 p.m. in the Rideaucrest Home Board Room as follows:

- 14 June
- 12 July
- 09 August
- 13 September
- 18 October
- 08 November
- 13 December

Any updates regarding the location, date and time will be noted on each meeting agenda and on the current City meeting calendar at: <http://www.cityofkingston.ca/cityhall/committees/keaf/agendas.asp>

16. ADJOURNMENT

MANDATE/TERMS OF REFERENCE:

The Committee shall report to the Planning Committee.

The purpose of the forum is to draw on knowledge within the Kingston community, to broaden public information and consultation on environmental issues, and to provide advice and information. The Forum will bring together experts in environmental matters from community institutions, authorities and practitioners, and representatives of the public to collaborate, on a volunteer basis, on specific projects designed to provide long-range environmental strategies for the City of Kingston.

The mandate of the **Kingston Environmental Advisory Forum** is an advisory one, which will:

- a) Identify and prioritize important environmental issues through public consultation and systematic analysis
- b) Assist in the development of a broad-based comprehensive environmental strategy for the City of Kingston, which will also be used as guide to the Forum; it being understood that the intent of an environmental strategy is a general plan of action to determine the basic long-term goals and objectives of the corporation/community and the adoption of courses of action and the allocation of resources necessary to carry out these goals
- c) Assist and advise Council on the development of action plans to address environmental issues
- d) Provide advice to Council on the implementation of specific Action Plans relative to identified environmental issues
- e) Advise on environmental issues when requested by Council

~ ABEYANCE ITEMS ~
Kingston Environmental Advisory Committee

	Date Item Placed in Abeyance	Description of Item	Who Is To Respond	Timeline for Response	Status
1.		Community Green House Gas Local Action Plan	Sustainability & Growth	September 2010	Mr. MacLatchy and Mr. Hsu will continue to work on the Community Green House Gas Local Action Plan with some form of consultation taking place prior to completion. Staff are undertaking this plan in conjunction with the Green House Gas Inventories Update.
2.	April 2010 (KEAF)	Digitized KEAF new members package	KEAF Members: Bardi Vorster and Bob Foster	March 2010	Ms. Vorster will add information to the package and provide a final copy to members. This item was deferred to this meeting. The package will be completed following a determination of the KEAF mandate by the Committee to Review By-Law 98-1 and resolution of Council. Upon completion, the package will be posted on the KEAF webpage.
3.	May 2008 (KEAF)	Environmental Implications Paragraph ("checkbox")	Sustainability & Growth	March 2010	Mr. MacLatchy noted that staff will provide a briefing and report following consultation with the Clerk's Department on how to include an environmental considerations section on City reports.
4.		Another Education Depot	Inner Harbour Working Group	Earth Day 11 April 2011	Mr. MacLatch noted that staff will consider depots through the budget process. NO ACTION TO BE TAKEN BY KEAF
5.	June 2009	Annual Report	KEAF Member: Ian Dubin	May 2010	The amended KEAF Annual Report for 2007-2008 will be considered at this meeting. Mr. Dubin offered to also complete the report for 2009.
6.	September 2009 (KEAF)	Discussions regarding the Development of a Green Roof By-law	Partners in Climate Protection Group (PCP)	March 2010	The PCP group will research existing by-laws in Ontario and bring options forward for discussion, noting the municipality could be encouraged to build green roofs.

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7.	October 2009 (KEAF)	Delegation by Mr. Glen MacDonnell, Green Home Specialist, Queen's.	Communications – Environmental Strategy Group	March 2010	A Delegation regarding government sponsored tools to inform the public and developers on Green Buildings will be provided at this meeting. COMPLETE
8.	October 2009 (KEAF)	Discussions regarding Stop Signs	Partners in Climate Protection Group (PCP)	March 2010	
9.	November 2009 (KEAF)	Active Transportation	Communications – Environmental Strategy Group	February 2010	Ideas can be forwarded to Mr. Bailey who will provide an update at this meeting.
10.	November 2009 (KEAF)	Inner Harbour Working Group	KEAF	To be Determined	Determination of new initiative. NO ACTION TO BE TAKEN
11.	January 2010 (KEAF)	Funding Options for energy retrofits	Environmental Strategies Working Group	To be Determined	
12.	January 2010 (KEAF)	Reduction of wrapping paper through recycling	Public Works Services	February 2010	A request to staff was made regarding an indication of a reduction of wrapping paper through recycling.
13.	January 2010 (KEAF)	Responsibility of Co-Chairs	Chair, KEAF	February 2010	Co-Chairs will speak on behalf of KEAF. COMPLETE
14.	February 2010 (KEAF)	Determination of KEAF partnership with a registered organization	Mr. Foster, KEAF	To be Determined	A number of organizations have been identified who can assist as a registered organization in partnership with KEAF.
15.	February 2010 (KEAF)	KEAF Contact SWITCH regarding a possible partnership to submit a proposal to the Earth Day Canada Community Environment Fund	Chair, KEAF	To be Determined	SWITCH can submit a proposal to the Earth Day Canada Community Environment Fund in accordance with the SWITCH policy document on their website.
16.	March 2010 (KEAF)	Invitation to representatives regarding Third Crossing	Mr. Foster, KEAF Mr. MacLatchy, Director, Strategy, Environment & Communications	To be Determined	
17.	March 2010 (KEAF)	Street Lighting Report	Environment, Infrastructure and Communications Policies Committee	May 2010	Motion forwarded to 13 April EITP to request an opportunity to study the report and make recommendations to EITP with respect to environmental sustainability
18.	April 2010 (KEAF)	New Members Package	KEAF	To be Determined	
19.	April 2010 (KEAF)	Membership	Nominations Committee	To be Determined	Request for the Nominations Committee to rank alternate public members for KEAF to ask to attend when a member resigns or is absent (Section 2.5 By-Law 2004-360.

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20.	April 2010 (KEAF)	Inclusion in Public Liaison Committee for Third Crossing	Council	To be Determined	Request forwarded for consideration.
21.	April 2010 (KEAF)	Invitation to Robert Cummings, Lafarge to speak regarding a bio-fuels program which is being developed.	KEAF	To be Determined	An Invitation was extended for this or a subsequent meeting.
22.	April 2010 (KEAF)	Invitation for a speaker regarding Wolfe Island towers	KEAF	To be Determined	
23.	April 2010 (KEAF)	Updating of KEAF page on City Website	KEAF	To be Determined	Mr. MacLatchy will provide information for members comments.