



**City of Kingston**  
**Report to the Kingston Environmental Advisory Forum**  
**Report Number KEAF-19-002**

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**To:** Chair and Members of Kingston Environmental Advisory Forum  
**From:** Peter Huigenbos, Acting Commissioner, Community Services  
**Resource Staff:** Paul MacLatchy, Environment Director, Real Estate & Environmental Initiatives  
**Date of Meeting:** June 17, 2019  
**Subject:** Kingston Environmental Advisory Forum Mandate

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**Executive Summary:**

On February 25, 2019 members of the Kingston Environmental Advisory Forum (KEAF) accepted the recommendation contained within [Report Number KEAF-19-001](#) to receive a further report setting out recommendations for updating KEAF's mandate. The recommendation in [Report Number KEAF-19-001](#) was subsequently accepted by the Environment, Infrastructure & Transportation Policies (EITP) Committee and City Council.

This report provides a description of changes to the current KEAF mandate that allow for the primary functions of KEAF to be the creation of an annual state of the environment report, the provision of advice on matters requested by Council or Committee through ad-hoc working groups and the gradual reduction in the size of KEAF's membership from its current 21 to 16.

A recommendation is provided to permit the amendment of Schedule B-2 of By-Law Number 2010-205.

**Recommendation:**

**That** the Kingston Environmental Advisory Forum recommends to the Environment, Infrastructure & Transportation Policies Committee:

**That** By-Law Number 2010-205, entitled "A By-Law to Define the Mandate and Meeting Procedures for Committees Established By The Corporation of The City of Kingston", be amended, as per Exhibit B (Draft By-Law and Schedule B2 to Amend By-Law Number 2010-205) to Report Number KEAF-19-002.

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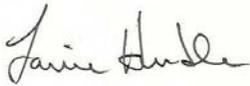
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**Authorizing Signatures:**



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**Peter Huigenbos, Acting Commissioner,  
Community Services**



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**Lanie Hurdle, Acting Chief Administrative  
Officer**

**Consultation with the following Members of the Corporate Management Team:**

Gary Dyke, Commissioner, Corporate Enterprise Services	Not required
Jim Keech, President & CEO, Utilities Kingston	Not required
Desirée Kennedy, Chief Financial Officer & City Treasurer	Not required
Sheila Kidd, Commissioner, Transportation & Public Works	Not required

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**Options/Discussion:**

On February 28, 2019, newly appointed members of KEAF met and received an orientation report ([Report Number KEAF-19-001](#)) that provided information about the background of KEAF's operations since 2000 and examples of where the Committee has succeeded and where it has faced challenges. A discussion of how to update KEAF's mandate using four areas of attention was provided and the following recommendation was made and subsequently adopted by KEAF, the EITP Committee, and finally by City Council at their May 8, 2019 meeting:

**That** Council direct city staff to prepare a report providing detailed recommendations for updating the mandate of the Kingston Environmental Advisory Forum to provide focus on responding to Council requests for advice, the provision of an annual state of the environment report, the conversion of standing working groups to ad-hoc, and the adjustment of forum membership to allow for greater flexibility for technical representatives and the gradual reduction in membership size.

In accordance with the recommendation, the following changes to aspects of KEAF's operations are recommended:

**Focus KEAF's Mandate** – It is important for KEAF to add value through assisting Council's ability to make decisions by providing information that directly relates to the issues Council manages. To do this more effectively, KEAF's mandate should be modified to emphasize the provision of advice when requested to do so by Council. It was also recognized that the provision of an annual state of the environment report by KEAF would be valuable if it sought to compile the diverse assortment of local environmental metrics published by the City and other agencies into a single report that includes commentary on local environmental performance, examines trends in performance and provides advice with respect to challenges and opportunities to prevent the degradation of, and to restore and sustain our environmental assets.

**Restructure Working Groups** – Retire existing "standing" working groups and in the future use "ad hoc" working groups in response to specific issues KEAF has been requested to advise on. This will enable KEAF to respond to requests from Council or staff on an issue by issue basis and allows the recruitment of KEAF members to any specific ad hoc working group based on availability, expertise and interest, while focusing the work of members on the assessment of strategic issues requested of KEAF.

**Allow Flexibility for Technical Representatives** – Staff examined options for allowing technical representatives to participate in KEAF business on an "as applicable" basis but did not identify an option, permitted through current by-laws, which could achieve the desired status. Therefore, no changes to the status of technical representatives to KEAF have been recommended.

**Allow Reduction in Size of KEAF Membership** – KEAF currently consists of 21 members (twelve (12) members of the public, seven (7) technical representatives and two (2) City

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Councillors). A Committee of this size is regarded as cumbersome and is thought to have contributed to past issues where quorum has not been achieved. This report recommends adjusting the membership of KEAF to 16 members which would include eight (8) public representatives and reducing the number of technical representatives from Queen’s University from two (2) to one (1) for a total of six (6) technical representatives. Achievement of the target membership size for public representatives would be accomplished through the occasional attrition of members related to resignations that has tended to occur over the term of the Forum for various personal reasons.

Changes to how KEAF operates must be implemented through an amendment to its official mandate which is documented as Schedule B2 within City of Kingston By-Law Number 210-205. Exhibit A shows Schedule B2 with the required edits to effect the changes, and Exhibit B provides an amending by-law that incorporates the changes to Committee operations, and a revised Schedule B2 as described within this report.

**Existing Policy/By-Law:**

Schedule B-2 to By-Law Number 2010-205 “A By-Law to Define the Mandate and Meeting Procedures for Committees Established By The Corporation of The City of Kingston”

**Notice Provisions:**

Not applicable

**Accessibility Considerations:**

Not applicable

**Financial Considerations:**

Not applicable

**Contacts:**

Paul MacLatchy, Environment Director, Real Estate & Environmental Initiatives 613-546-4291 extension 1226

**Other City of Kingston Staff Consulted:**

Not applicable

**Exhibits Attached:**

Exhibit A Schedule B2 to By-Law 2010-205 (with required edits shown)

Exhibit B Draft By-Law and Schedule B2 to Amend By-Law Number 2010-205

## Schedule B-2 – Advisory Committees

**Committee Name:** The Kingston Environmental Advisory Forum (KEAF)

**Reporting To:** Environment, Infrastructure and Transportation Policies Committee

**Composition (As Appointed by Council):**

Two (2) members of Council (one of whom is a member on the Environment, Infrastructure and Transportation Policies Committee);

~~Twelve (12)~~ Eight (8) public representatives; the six-year appointment limit that applies to Committee members does not apply to Technical Committee Representatives.

~~Seven (7)~~ Six (6) technical representatives as follows:

~~Two (2)~~ One (1) representatives nominated by Queen's University

One (1) representative nominated by Royal Military College of Canada

One (1) representative nominated by St. Lawrence College

One (1) representative nominated by the Cataraqui Region Conservation Authority

One (1) representative nominated by the Kingston, Frontenac, Lennox & Addington Health Unit

One (1) representative nominated by the Ministry of the Environment and Climate Change.

**Term of Appointment:** Term of Council;

**Mandate/Terms of Reference:**

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 to City Council, City staff and the public when requested to do so. 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 support the environmental aspects of City Council's strategic Priorities and ~~the Sustainable Kingston Plan~~ related community plans.

Additionally, KEAF will work to provide advice and information to Council and the public through the compilation and provision of an annual state of the environment report that reports on various measures of local environmental performance, examines trends in performance and provides commentary on challenges and opportunities to prevent the degradation of and to restore and sustain our environmental assets.

~~KEAF will work within the following strategic priority areas:~~

- ~~1. Advise on Council Strategic Priorities;~~
- ~~2. Be a catalyst and conduit for public engagement and awareness; and~~
- ~~3. Identify and advise Council on emerging issues and future priorities.~~

The Kingston Environmental Advisory Forum shall meet bi-monthly, ~~with the intention that working groups of KEAF meet on alternative months. KEAF may also meet at the call of the Chair. With the approval of Council, members of KEAF may collaborate within working groups to advance the work of KEAF as required to support Council's Strategic priorities and specific requests made by Council.~~

The mandate of the Kingston Environmental Advisory Forum is an advisory one. The Committee may: when requested to do so by Council or within the context of preparing an annual environmental report:

- ~~a) Identify and prioritize important and emerging environmental issues through public consultation, research and systematic analysis;~~
- ~~b) a) Assist and advise Council on environmental aspects of Council strategic Priorities;~~
- ~~e) b) Assist and advise on environmental issues, action plans or policies ~~when requested by Council;~~~~
- ~~d) c) Support the engagement, informing, educating and receipt of feedback from the public on environmental matters related to the work of KEAF Identify and prioritize important and emerging environmental issues through stakeholder consultation, research and systematic analysis;~~
- ~~e) Promote environmental sustainability in the City of Kingston.~~

### **Working Groups:**

Council may authorize creation of temporary "ad-hoc" working groups on certain specific subject matters related to duties as approved by Council in association with other municipal committees, other organizations and members of the public. Ad-hoc

~~Working group authorizations shall be reviewed annually. The following four working groups were identified as necessary at the time of this mandate: terms shall be created to align with the completion of requested advice. KEAF shall not establish working groups.~~

~~**Annual Report:** Climate change and energy use. This working group shall undertake work on behalf of KEAF on matters related to climate change planning and energy use regarding the following:~~

~~The Kingston Environmental Advisory Forum must submit an Annual Environmental Report to Council, on or before June 30 each year, through the Environment, Infrastructure and Transportation Policies Committee with respect to the matters outlined in Section 2.5 of this By-law.~~

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- ~~• Assessment of planned and in-progress initiatives in Kingston;~~
  - ~~• Maintaining awareness of emerging Federal and Provincial legislation and policy;~~
  - ~~• Maintaining awareness of progress by other communities in managing climate and energy issues, especially with respect to the Carbon Neutral Cities initiative;~~
  - ~~• Advancing the assessment of carbon pricing and potentials for integration into municipal and community decision making and procurement; and~~
  - ~~• Consideration of climate change and energy within municipal land use planning instruments such the Official plan, Transportation Master Plan, Zoning By laws, etc.~~
- ~~1. Solid waste reduction. This working group shall undertake work on behalf of KEAF on matters related to solid waste reduction regarding the following:~~

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- ~~• Assessment of planned and in-progress initiatives in Kingston;~~
  - ~~• Maintain awareness of emerging Federal and Provincial legislation and policy;~~
  - ~~• Maintain awareness of alternative waste diversion opportunities and other municipalities' best practices;~~
  - ~~• Advise on opportunities for promotion of waste diversion targets and opportunities for integrating best practices locally; and~~
  - ~~• Maintain awareness of City and Council priorities and goals with respect to waste management and be ready to advise on the development of the City's long term waste management plans.~~
- ~~2. Conservation of habitat, natural resources and biodiversity. This working group shall undertake work on behalf of KEAF on matters related to habitat, natural resources and biodiversity regarding the following:~~
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- ~~Assessment of planned and in-progress initiatives in Kingston;~~
  - ~~Advise in support of Council's "Plan a Livable City" and "Green the City" strategic priority areas and the Sustainable Kingston Plan's "Water" theme;~~
  - ~~Advise on the use of Green Infrastructure that promotes an approach to resource water management that protects, restores, or mimics the natural environmental processes and cycles;~~
  - ~~Support the City's target of doubling the tree canopy by 2025;~~
  - ~~Support consideration of habitat, resources and biodiversity stewardship within the City's infrastructure plans and projects; and~~
  - ~~Consideration of habitat, resources and biodiversity within municipal land use planning instruments such the Official plan, Zoning By laws, master plans, etc.~~
3. ~~Active transportation and reducing automobile use. This working group shall undertake work on behalf of KEAF on matters related to reducing automobile use in favour of other, more active modes of transportation regarding the following:~~

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- ~~Assessment of planned and in-progress initiatives in Kingston;~~
  - ~~Consideration of active transportation within municipal land use planning instruments such the Official plan, Zoning By laws, master plans, etc.;~~
  - ~~Support the development of the City's active transportation management plan;~~
  - ~~Assess best practices among Canadian cities with a goal of reducing GHGs through increasing the mode share of active transportation; and~~
- ~~Support integration of active transportation into City infrastructure planning and projects.~~

**BY- LAW NUMBER 2019-XXX**

**A BY-LAW TO AMEND BY-LAW NUMBER 2010-205 “A BY-LAW TO DEFINE THE MANDATE AND MEETING PROCEDURES FOR COMMITTEES ESTABLISHED BY THE CORPORATION OF THE CITY OF KINGSTON” (To Amend the Committee Composition of the Kingston Environmental Advisory Forum)**

**PASSED: XXXXXX**

The Council of The Corporation of the City of Kingston hereby enacts as follows:

1. By-Law Number 2010-205 of The Corporation of the City of Kingston entitled, “A By-Law To Define The Mandate And Meeting Procedures For Committees Established By The Corporation Of The City Of Kingston”, as amended, is hereby further amended as follows:
  - 1.1. Schedule “B-2” is hereby deleted in its entirety and replaced with the new Schedule “B-2” attached hereto and marked as Schedule ‘A’.
2. This By-Law shall come into force and take effect on the date of its passing.

**GIVEN FIRST AND SECOND READING ON**

**GIVEN ALL THIRDRREADINGS AND PASSED**

**JOHN BOLOGNONE  
CITY CLERK**

**BRYAN PATERSON  
MAYOR**

## Schedule A

### SCHEDULE B-2 - ADVISORY COMMITTEES

**Committee Name:** The Kingston Environmental Advisory Forum (KEAF)

**Reporting To:** Environment, Infrastructure and Transportation Policies Committee

**Composition (As Appointed by Council):**

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Six (6) technical representatives as follows:

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One (1) representative nominated by St. Lawrence College

One (1) representative nominated by the Cataraqui Region Conservation Authority

One (1) representative nominated by the Kingston, Frontenac, Lennox & Addington Health Unit

One (1) representative nominated by the Ministry of the Environment and Climate Change.

**Term of Appointment:** Term of Council;

**Mandate/Terms of Reference:**

The purpose of the forum is to draw on knowledge within the Kingston community to provide advice and information to City Council, City staff and the public when requested to do so. 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 support the environmental aspects of City Council's strategic priorities and related community plans.

Additionally KEAF will work to provide advice and information to Council and the public through the compilation and provision of an annual state of the environment report that reports on various measures of local environmental performance, examines trends in performance and provides commentary on challenges and opportunities to prevent the degradation of and to restore and sustain our environmental assets.

## **Schedule A**

The Kingston Environmental Advisory Forum shall meet bi-monthly. The mandate of the Kingston Environmental Advisory Forum is an advisory one. The Committee may, when requested to do so by Council or within the context of preparing an annual environmental report:

- a) Assist and advise on environmental aspects of Council strategic priorities;
- b) Assist and advise on environmental issues, action plans or policies;
- c) Identify and prioritize important and emerging environmental issues through stakeholder consultation, research and systematic analysis;

### **Working Groups:**

Council may authorize creation of temporary “ad-hoc” working groups on certain specific subject matters related to duties as approved by Council in association with other municipal committees, other organizations and members of the public. Ad-hoc working group terms shall be created to align with the completion of requested advice. KEAF shall not establish standing working groups.

### **Annual Report:**

The Kingston Environmental Advisory Forum must submit an Annual Environmental Report to Council, on or before June 30 each year, through the Environment, Infrastructure and Transportation Policies Committee with respect to the matters outlined in Section 2.5 of this By-law.