

**THE CORPORATION OF THE CITY OF ST. THOMAS
THE FIRST MEETING OF THE ENVIRONMENTAL STEWARDSHIP COMMITTEE**

COMMITTEE ROOM #304

APRIL 12, 2018

2:00 p.m. The meeting convened with W. Graves, City Manager presiding.

ATTENDANCE

Members

Mayor H. Jackson
Betsy McClure, KCCA
Harald Schraeder
Petrusia Hontar

Officials

Melanie Knapp, Corporate Admin.
and Accessibility Clerk
W. Graves, City Manager
J. Lawrence, Director, Env Services
C. Spratley, Supervisor, Parks &
Forestry

Absent

Jim Copeland
Amanda Koning, St. Thomas-Elgin Homebuilders Association

NEW BUSINESS

Welcome/Introduction of Committee

The City Manager welcomed everyone to the Committee and the Committee members introduced themselves.

City Committee System/Procedures - Appendix "A"

The City Manager gave a brief overview of how the Corporation operates including: Council's Code of Conduct, Procedural By-law, Integrity Commissioner and Closed Session Investigator, City Council meetings, agendas, deadlines and reports. Documents for the Committee will be made available on the City's website under Environmental Stewardship Committee.

Terms of Reference

The City Manager outlined the Committee's Terms of Reference.

Background Resources

The Director, Environmental Services gave an outline of the Environmental Services Department.

The Supervisor, Parks and Forestry gave an outline of the Parks, Recreation and Property Management Department.

The City Manager mentioned that the Planning Department would also have resources available including subdivision agreement processes.

The City Manager stated that other organizations will have resources available for this Committee including Kettle Creek Conservation Authority and the Phragmites Committee.

Establishing Priorities

The City Manager asked Committee members to review the documents available on the City's Website under the Environmental Stewardship Committee.

Budget

The City Manager outlined the budget process for the City. Individual departments have their budgets ready in August the year prior and then Council reviews the budget in December/January.

CONFIRMED _____ CHAIRMAN

1st Meeting of the Environmental Stewardship Committee - 2

The City Manager stated that the Committee has some monies to use under the operating budget as well as a donation from Doug Tarry Limited for the entire City to use relating to Environmental Stewardship.

The City Manager gave a brief outlined of the employment lands analysis in the City that included parts of the City that could be developed in the future. Lands are available on the west side of the City (Fingal Line) that will require servicing.

Confirming a Regular Meeting Time

The members agreed to have monthly meetings on the second Thursday of each month at 2:00 p.m.

Selection of a Chair

The members agreed to defer this matter until the next meeting.

The City Manager mentioned that the Chair only attends Council meetings when there is a report from the Committee. The Chair will set the agenda with staff.

Spellbound

Mayor Jackson invited Committee members to attend the Spellbound event as a team being held on April 21st at 6pm at the St. Anne's Centre.

Lake Margaret Field Trip

Mr. David Collins, 166 Lake Margaret Trail, stated that he was a member of the Phragmites Committee and lived in the Lake Margaret area and would give a tour of the area to members of the Committee.

The City Manager stated that it would be important for all Committee members to consistently have the same information. Further, he stated that a tour of the Lake Margaret area could be arranged for the Committee later in the spring.

UNFINISHED BUSINESS

NEXT MEETING

May 10, 2018 at 2:00 p.m. in Room #304

ADJOURNMENT

3:08 p.m. The meeting adjourned.

CONFIRMED _____ CHAIRMAN



ENVIRONMENTAL STEWARDSHIP COMMITTEE

April 12, 2018

AGENDA

1. Introduction of Committee
2. City Committee System / Procedures
3. Terms of Reference
4. Background Resources
5. Establishing Priorities
6. Budget
7. Confirming a Regular Meeting Time
8. Selection of a Chairman
9. New Business
10. Adjournment



COUNCIL PROCESSES / PROCEDURES

1. Council Procedures
2. Agendas / Minutes
3. Council Code of Conduct
4. Reporting to City Council
5. Budget Process
6. Access to Committee Information

TERMS OF REFERENCE (principles)

- The ESC will be a Select Committee of Council
- Membership will include: 1 Member of City Council
 - 1 Member : Parks and Recreation Department
 - 1 Member : Environmental Services Department
 - 1 Member : KCCA Administration
 - 1 Member : St. Thomas – Elgin Homebuilders Association
 - 3 Citizen Members
- Term : Coincide with Term of Council
- Establish environmental stewardship priorities for natural environment
- Establish an environmental stewardship natural environment action plan for the City
- For first two years... main focus will be on the Lake Margaret Area
- Provide education / resources relating to environmental stewardship to community
- Focus on “public” environmental spaces
- Provide an annual report to City Council
- Seek environmental stewardship funding opportunities
- Recommend priorities for potential budget allocations
- Liaise with municipal staff as new development areas are being proposed which include environmentally sensitive areas
- Seek out / pursue community driven participation in stewardship activities / events.

BACKGROUND RESOURCES

1. City Departments
2. KCCA / CCCA
3. Lake Margaret Management Area Studies
4. Phragmites Committee



