



## Agenda Green Committee

April 28, 2021

5:30 pm

Video Conference

Click the following link:

<https://www.youtube.com/channel/UCzuUpFqxcEl8OG-dOYKteFQ>

Pages

1. **CALL TO ORDER**
2. **DECLARATION OF PECUNIARY INTEREST**
3. **AMENDMENTS AND APPROVAL OF AGENDA**

### **RECOMMENDATION**

**THAT** the April 28, 2021 Green Committee agenda be accepted as presented.

4. **DELEGATIONS**

None.

5. **ACCEPTANCE OF MINUTES**

3

### **RECOMMENDATION**

**THAT** the March 24, 2021 Green Committee minutes be approved and signed by the Chair and Committee Secretary.

6. **STRATEGIC ITEMS - PROGRESS UPDATE**

8

### **RECOMMENDATION**

**THAT** the April Green Committee Strategic Priorities Table be received for information.

7. **REPORTS**

**7.1. PW 39-2021 Proposing Timelines and Characteristics of a Green Initiative Recognition Program**

10

**RECOMMENDATION**

**THAT** PW 39-2021 Proposing Timelines and Characteristics of a Green Recognition Program report be received;

**THAT** the Committee endorse the Timeline for Creating and Executing a Green Recognition Program; and,

**THAT** the following items be considered while developing a Green Recognition Program:

**7.2. PW 29-2021 Request to Amend the Tree Donation Policy**

14

**RECOMMENDATION**

**THAT** PW 29-2021 Request to Amend the Tree Donation Policy report be received; and

**THAT** the Committee endorse the amended Tree Donation Policy; and,

**THAT** the Green Committee recommend to Council:

**THAT** Council amend the Tree Donation Policy as per the changes specified in Attachment A: Amended Tree Donation Policy.

**8. OTHER BUSINESS**

**9. UPCOMING MEETINGS**

May 26, 2021 at 5:30 p.m. (Virtual)

June 23, 2021 at 5:30 p.m. (Virtual)

**10. ADJOURNMENT**

**RECOMMENDATION**

**THAT** this meeting of the Green Committee adjourn at p.m..



## **Minutes**

### **Green Committee**

March 24, 2021

5:30 pm

Video Conference

Click the following link:

<https://www.youtube.com/channel/UCzuUpFqxcEI8OG-dOYKteFQ>

Member Present	Lynette Geddes, Chair Councillor Pridham Fred Stam John Stevens David Vermeire
Staff Present	Jed Kelly, Director of Public Works Morgan Dykstra, Committee Secretary

#### **1. CALL TO ORDER**

The Chair called the meeting to order at 5:31 p.m.

#### **2. DECLARATION OF PECUNIARY INTEREST**

None declared.

#### **3. AMENDMENTS AND APPROVAL OF AGENDA**

**Resolution: GC-2021-03-01**

**Moved By** John Stevens

**Seconded By** Fred Stam

**THAT** the March 24, 2021 Green Committee agenda be accepted as presented.

**Carried**

**4. DELEGATIONS**

None.

**5. ACCEPTANCE OF MINUTES**

**Resolution: GC-2021-03-02**

**Moved By** Fred Stam

**Seconded By** John Stevens

**THAT** the February 24, 2021 Green Committee minutes be approved and signed by the Chair and Committee Secretary.

**Carried**

**6. CORRESPONDENCE**

**6.1 Canadian Union of Postal Workers re: Support Delivering Community Power**

The Committee discussed the proposed resolution. The Committee was of the consensus that it supports the green and community-oriented initiatives being proposed by the Canadian Union of Postal Workers.

Councillor Pridham entered the meeting at 5:38 p.m.

**Resolution: GC-2021-03-03**

**Moved By** John Stevens

**Seconded By** Fred Stam

**THAT** the correspondence from the Canadian Union of Postal Workers regarding a request to the Government of Canada to implement the recommendations in *Delivering Community Power* be received; and

**THAT** the Green Committee recommend to Council:

**THAT** Council support the resolution from the Canadian Union of Postal Workers regarding the request to implement the recommendations in *Delivering Community Power*.

**Carried**

## 7. STRATEGIC ITEMS - PROGRESS UPDATE

**Resolution: GC-2021-03-04**

**Moved By** Councillor Pridham

**Seconded By** David Vermeire

**THAT** the March Green Committee Strategic Priorities Table be received for information.

**Carried**

## 8. REPORTS

### 8.1 PW 27-2021 Considerations for a Green Initiative Recognition Program

Morgan Dykstra spoke to the report, outlining possible green initiative recognition frameworks and responded to questions from the Committee.

The Committee was of the consensus that it prefers Option 1: Public Acknowledgement Campaign. The Committee made the following comments related to the framework of the campaign:

- Acknowledgement shall be adjudicated by the Green Committee;
- Incorporate videos like the St. Marys Museum's Town history videos;
- Initiatives can be self-nominated, or community nominated; and,
- The nominations should be advertised using the St. Marys Independent, the Town's website and social media.

The Committee discussed Town Staff bringing forward a campaign outline including processes and timelines at a future meeting.

**Resolution: GC-2021-03-05**

**Moved By** David Vermeire

**Seconded By** John Stevens

**THAT** PW 27-2021 Considerations for a Green Initiative Recognition Program report be received; and

**THAT** the Green Committee direct staff to draft a Green Initiative Recognition Program framework for Option 1; and

**THAT** staff bring forward the framework at the next Green Committee meeting.

**Carried**

**8.2 PW 28-2021 Establish a Naturalized Area Adjacent to Meadowridge Park**

Jed Kelly spoke to the report and responded to questions from the Committee.

The Committee discussed allocating tree donations to this location, and different methods for acknowledging donations. Town Staff will seek to amend the Tree Donation Policy and will presented an amended policy at a future.

**Resolution: GC-2021-03-06**

**Moved By** Fred Stam

**Seconded By** David Vermeire

**THAT** PW 28-2021 Establish a Naturalized Area Adjacent to Meadowridge Park report be received; and

**THAT** the Committee recommends to Council:

**THAT** Council approve the Meadowridge Park Naturalization Plan as outlined in the report.

**Carried**

**9. OTHER BUSINESS**

None.

**10. UPCOMING MEETINGS**

April 28, 2021 at 5:30 P.M (Virtual)

May 26, 2021 at 5:30 P.M. (Virtual)

**11. ADJOURNMENT**

**Resolution: GC-2021-03-07**

**Moved By** John Stevens

**Seconded By** Fred Stam

**THAT** this meeting of the Green Committee adjourn at 6:15 p.m.

**Carried**

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Lynette Geddes, Chair

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Morgan Dykstra, Committee Secretary

## Green Committee Strategic Priorities Status (April 2021)

Priority	Item	Status	
Forestry Management	Revise tree species list		Complete
	Engagement and education opportunities	Ongoing  Website content has been forwarded to the Communications Department for posting on the Town's website.	Implementing
	Tree donation policy	Policy to be amended to address site-specific areas. The policy is to be brought forward at the April Committee meeting.	Implementing
	Seedlings transplant area	Council approved the Committee's recommendation. The Town will not establish a seedlings transplant area.	Complete
	Gypsy Moth Infestation	Committee recommended that an education program be implemented. Information campaign to begin in first quarter of 2021  Public Works Spring Flyer has been created and includes information related to Gypsy Moths.  As per the report below, the Town will be requesting Green Committee assistance for this project.	Implementing
Naturalization	Public Engagement re: naturalization	The Town is implementing the Sparling Bush Management Plan.  Sparling Bush Management Plan items for 2021 have been incorporated into the 2021 Capital Budget. <ul style="list-style-type: none"><li>• Removal of encroachments</li><li>• Tarping northwest corner</li><li>• Planting native species to encourage more undergrowth</li></ul> Meadowridge Park tree line naturalization project. Proposal to be presented to Council on April 26, 2021.	Implementing
	Recommend areas for naturalization		
	Recommend policies to establish natural areas and how to maintain areas		
	Investigate the feasibility of creating a wildflower meadow	Council approved the Committee's recommendation to create a wildflower meadow.  Flowers ordered. Grant application to TD FEF has been approved. Town staff coordinating with UTRCA to develop a planting plan given the current COVID-19 restrictions.	Implementing

<b>Active Transportation Master Plan</b>	Review existing active transportation network	Town Staff are collecting data. Due to recent public feedback additional signage is being ordered for along the Grand Trunk Trail.  Grant application submitted for Grand Trunk Trail Staircase replacement.	Implementing
	Seek public feedback re: active transportation network	Public Survey	Complete
	Investigate mural painting on CN Railway Bridge	Email sent to CN inquiring if painting is allowed, and if there are any permissions or rules. There has been no response to the Town's emails to CN. Will be trying another approach to get in contact.	Research
	Recommend an Active Transportation Master Plan	Due to delays as a result of COVID-19 and the re-prioritization of staff's task, a draft plan is anticipated in 2021.	Research
<b>Waste Reduction &amp; Diversion</b>  (Following the Waste Reduction and Diversion Assessment)	Review Solid Waste Management By-law		Complete
	Textile recycling program	RFP in spring 2019 deemed incomplete.  This project has been deferred until the Environmental Assessment Process for the landfill site.	Pause
	Mattress and box spring diversion	Green Committee recommended (June 2019)  Incorporated in Solid Waste Management By-law (Fall 2019)  Develop policy and review other municipal programs. Might be a component of the Environmental Assessment Process once the Town has received approval for expansion.	Pause
	All other recommendations from WRDA	Awaiting approvals from the Ministry of Environment for the Town of St. Marys Landfill Site. Once approvals have been completed the review of existing program at the site can be reviewed.	Pause
	Green Initiative Recognition Program	Follow up report to be presented to the Committee on April 27, 2021.	Implementing
	Waste Reduction Week		Complete
	Municipal Hazardous Waste Program	Depot event service delivery approved by Council on February 9, 2021.	Complete

## FORMAL REPORT

<b>To:</b>	Chair and Members of the Advisory Committee
<b>Prepared by:</b>	Morgan Dykstra, Public Works and Planning Coordinator
<b>Date of Meeting:</b>	28 April 2021
<b>Subject:</b>	<b>PW 39-2021 Proposing Timelines and Characteristics of a Green Initiative Recognition Program</b>

### PURPOSE

The purpose of this report is to have a follow up discussion regarding the characteristics of a Green Initiative Recognition Program and seek guidance from the Committee regarding those characteristics and timelines.

### RECOMMENDATION

**THAT** PW 39-2021 Proposing Timelines and Characteristics of a Green Recognition Program report be received;

**THAT** the Committee endorse the Timeline for Creating and Executing a Green Recognition Program; and,

**THAT** the following items be considered while developing a Green Recognition Program:

### BACKGROUND

Since the beginning of its term, the Green Committee has been discussing the creation and implementation of a program that recognizes businesses and individuals in St. Marys who have adopted green practices. The purpose of the program is to recognize the green practices while simultaneously promoting and educating residents on green options that may be available to them.

Possible recognition frameworks were proposed to the Committee at its March 24, 2021 meeting. At the meeting the Committee made the following recommendation:

**Resolution: GC-2021-03-05**

**Moved By** David Vermeire

**Seconded By** John Stevens

**THAT** PW 27-2021 Considerations for a Green Initiative Recognition Program report be received;

**THAT** the Green Committee direct staff to draft a Green Initiative Recognition Program framework for Option 1; and,

**THAT** staff bring forward the framework at the next Green Committee meeting.

**Carried.**

In addition to the Committee's recommendation, the Committee made the following comments related to characteristics of the program, including:

- Acknowledgement shall be adjudicated by the Green Committee;
- Incorporate videos like the St. Marys Museum's Town history videos;

- Initiatives can be self-nominated, or community nominated; and,
- The nominations should be advertised using the St. Marys Independent, the Town's website and social media.

## REPORT

Since the March 24, 2021 Green Committee meeting, Town staff have been developing a framework using the Committee's directions.

As per the recommendation, Town Staff have proposed a draft timeline for creating, and then executing the recognition program. Please see **Attachment A: Timeline for Creating and Executing a Green Recognition Program**.

The method of recognition proposed at the March 24<sup>th</sup> meeting was vague, since that date staff have worked to create a framework, however staff are seeking the Committee's guidance on a number items – since the recognition program is being driven by the Green Committee – it is imperative that the recognition program reflect the Committee's intention.

The report will detail these questions, the intent is to have an open discussion with the Committee to reach a consensus related to the purpose of the acknowledgements, how submissions will be evaluated and the acknowledgement itself.

### Purpose of the Public Acknowledgement Campaign

1. What does the Committee mean by "Green", is there a specific focus or theme? For example, waste reduction or clean energy?
2. Is the intent to seek creative or unique methods of being Green, or initiatives/actions that any resident in St. Marys can adopt?
  - a. Note: This will help guide what people will submit, and in turn how the Committee selects which submissions they wish to feature.
3. Is there a specific segment that Committee wishes to target? For example, businesses, organizations, individuals or youth? Or will they

### Evaluating

Some type of formal evaluation choosing which initiatives should be publicly acknowledged need to be developed. Defining the purpose of the acknowledgement campaign will help inform how the evaluation process is created. The evaluation is necessary to ensure a fair and transparent selection process.

4. What type of evaluation criteria is important to the Committee? For example, points given for simplicity and adoptability, creativeness etc.

Note: the review of submissions and selection of submissions will be carried out in a closed session of the Green Committee.

### Acknowledgement Videos

5. How many videos does the Committee want to feature? Is the purpose to feature a video weekly for a certain amount of time, or for a week (i.e. Waste Reduction Week in October).

The comments received from the Green Committee will be incorporated into a program framework.

## FINANCIAL IMPLICATIONS

Not available.

## **SUMMARY**

The Green Committee wishes to create a green recognition program that publicly acknowledges green actions or initiatives within St. Marys. Town staff are seeking Committee direction on an array of program features including the purpose of the program, the methods of evaluation and the distribution of videos.

## **STRATEGIC PLAN**

☒ Not applicable to this report.

## **OTHERS CONSULTED**

None.

## **ATTACHMENTS**

Attachment A: Timeline for Creating and Executing a Green Recognition Program

## **REVIEWED BY**

### **Recommended by the Department**

Morgan Dykstra  
Public Works and Planning Coordinator

Jed Kelly  
Director of Public Works



### Attachment A: Timeline for Creating and Executing a Green Recognition Program

Task	Assigned To	Date
<ul style="list-style-type: none"> <li>• Endorse Timeline</li> <li>• Provide guidance staff related to program features</li> </ul>	Green Committee	April 28, 2021
<ul style="list-style-type: none"> <li>• Bring Forward Draft Recognition Framework</li> <li>• Finalize Evaluation Criteria</li> <li>• Recommendation to Council to approve the Recognition Framework</li> </ul>	Green Committee	May 26, 2021
<ul style="list-style-type: none"> <li>• Present Recommendation and Recognition Framework to Council</li> <li>• Seek Council Approval</li> </ul>	Council	June 8, 2021
<ul style="list-style-type: none"> <li>• Open call for Submissions</li> </ul>	Town Staff	August 23 to September 13 2021
<ul style="list-style-type: none"> <li>• Evaluate Nominations (Closed Session)</li> </ul>	Green Committee	September 22, 2021
<ul style="list-style-type: none"> <li>• Present Recommended Submissions to Council</li> <li>• Seek Council Approval</li> </ul>	Council	October 14, 2021
<ul style="list-style-type: none"> <li>• Film Videos of Green Programs</li> </ul>	Town Staff and Green Committee	TBD
<ul style="list-style-type: none"> <li>• Publicize Videos</li> </ul>	Town Staff	TBD



# FORMAL REPORT

<b>To:</b>	Chair and Members of the Advisory Committee
<b>Prepared by:</b>	Morgan Dykstra, Public Works and Planning Coordinator
<b>Date of Meeting:</b>	28 April 2021
<b>Subject:</b>	<b>PW 29-2021 Request to Amend the Tree Donation Policy</b>

## PURPOSE

To seek a recommendation from the Green Committee to Council to amend the Tree Donation Policy to designate all tree donations to the proposed Meadowridge Park naturalization area and establish a seating area to acknowledge donations.

## RECOMMENDATION

**THAT** PW 29-2021 Request to Amend the Tree Donation Policy report be received; and

**THAT** the Committee endorse the amended Tree Donation Policy; and,

**THAT** the Green Committee recommend to Council:

**THAT** Council amend the Tree Donation Policy as per the changes specified in Attachment A: Amended Tree Donation Policy.

## BACKGROUND

In 2020, the Town of St. Marys adopted the Tree Donation Program Policy to formalize the tree donation program and transition to a bulk purchase and plant methodology. Due to feedback from residents Town staff are seeking to amend the donation policy.

## REPORT

When the Tree Donation Policy was approved in 2020, staff understood that the new approach is unique and that some changes may be made due to public feedback. After receiving feedback from potential donors, Town Staff are seeking to amend the Tree Donation Program Policy to better fit the community's preferred process.

The existing policy does not dedicate a specific tree per donor, instead, the policy uses donated funds to bulk purchase many trees – those trees may be planted anywhere in Town. Potential Donors have expressed that they understand the bulk purchase approach to maximize the number of trees being planted but prefer a centralized location for tree donations. By establishing a specific location, donors can clearly identify how their donation has contributed to the Town's tree canopy.

After much consideration, Staff are recommending that all donations be allocated to the Meadowridge Park Natural Area. However, this recommendation is contingent on Council approving Naturalization Plan at its meeting on April 27, 2021.

In addition to the placement of the trees, Town staff and donors have discussed the method of recognition, through those discussions there is a consensus that most donors wish to have tangible recognition as opposed to being featured on the Town's website. Due to historical issues, staff have

been hesitant to install additional plaques – however, staff believe that there is an appealing compromise.

Town staff propose constructing a seating area with benches. The seating area will act as an acknowledgement to the donors who helped grow the naturalized area, and act as an amenity to Meadowridge Park and the trail system. Upon donation, the Town will ask the donor if they wish to have a plaque installed on the benches to acknowledge their donation – there will be additional fee for the plaque (to fully recuperate the costs). Since all the plaques will be in one location, the likelihood of missing plaques will be reduced, and the Town has new systems (like CityWide) to track the plaques.

The changes are being driven by potential donors, and staff believe that the changes are in the better interest of the Town since the intended outcome of the policy remains – the Town will continue to maximize donations to purchase more trees and thus increasing the size of the tree canopy.

## **FINANCIAL IMPLICATIONS**

There are financial implications for the seating area for the Town and the Donors.

The Town will incur costs to construct the seating area, the costs are expected to be between \$1500-\$2000 and can be absorbed within the existing operating budget.

There will be an additional charge of approximately \$15 to \$25 dollars per plaque, the acquisition of the plaque is contingent on a tree donation. There will be a cost to the plaque as the plaque will be discretionary. The plaque size and location shall be consistent for all monetary donations.

## **SUMMARY**

The Town has a Tree Donation Policy, Town staff are proposing to amend the policy to align with the wishes of donors, including creating a centralized location for tree donations and establishing a tangible recognition area.

## **STRATEGIC PLAN**

- ☐ Not applicable to this report.
- ☒ This initiative is supported by the following priorities, outcomes, and tactics in the Plan.
  - Pillar #4: Culture and Recreation
    - Outcome: St. Marys' parks are not only a prized asset; they are also a natural gathering place that be optimized and incorporated into enhance the cultural profile of St. Marys.
    - Tactic(s): Implement forestry and tree management policies for the Town (Tree Donation Policy supports the Forestry Management Plan)

## **OTHERS CONSULTED**

Potential Donors

## **ATTACHMENTS**

Attachment A – Amended Tree Donation Policy

## **REVIEWED BY**

### **Recommended by the Department**

Morgan Dykstra  
Public Works & Planning Coordinator

Jed Kelly  
Director of Public Works



# Tree Donation Program Policy

## Policy Statement

The primary objective of the policy is to provide the parameters and guidelines for citizens to participate in a tree donation program within the Town's green space. This policy will provide appropriate oversight and understanding of administration and maintenance responsibilities for any donations.

## Scope

This policy applies to the donation of monies to the Town of St. Marys for the purpose of planting trees within the Meadowridge Park Natural Area on public lands in the Town of St. Marys.

## Purpose

The purpose of this policy is to outline the terms and conditions that allow for the provision of donating money for the purpose of planting trees.

## Guidelines

The Town will facilitate a tree donation program that accepts monies for the purpose of planting trees on public lands within the Town of St. Marys.

The donations shall contribute to growing the Town's tree canopy. Trees may be planted on public lands in remembrance, observance or acknowledgment of a special event or purpose.

All forestry undertakings will adhere to the Town's Forestry Management Plan (By-law 85-2018) and any subsequent amendments and replacements.

## Process

Individuals wishing to donate funds, shall submit a donation form available on the Town's website. The amount of the donation is unrestricted and is at the discretion of the donor. A donation receipt will be issued for any amount exceeding \$20.00.

## Use of Donations

The donated monies will be allocated to the Town's Forestry Reserve.

The sole use of the reserve is to procure and plant trees on public lands. The monies in the Forestry Reserve will be used to augment the Meadowridge Park Natural Area, maximizing the number of trees being planted. tree planting budget to maximize the number of trees being planted at one time.



The Town will utilize the donated monies once the reserve reaches a minimum of \$500.00.

Monies received prior to the spring (April to May) planting will be used to augment the number of trees being planted in the spring. Monies received after the spring planting will be used to augment the number of trees being planted in the fall (October to November). If the fall planting cannot be completed to inclement weather, the funds will be re-allocated to the next year's spring planting.

### Tree Planting

The Town shall complete a bulk tree planting initiative on an annual basis, in the spring and in the fall if the weather permits. The trees shall be planted within the Meadowridge Park Natural Area. Each donation will contribute to increasing the Town's urban forest and tree canopy, no specific tree(s) will be designated per donation.

The Town shall be responsible for the procurement, installation and maintenance of all trees purchased using donated funds.

The Town has the sole authority to determine the size of the trees, the species based on the Town's Forestry Management, Appendix F: Approved Species List and Planting Conditions (as amended). ~~The Town shall also determine the planting location.~~

### Acknowledgement of Donation

The Town will undertake several actions to recognize donations.

Upon receipt of a donation, an acknowledgment certificate will be given to the donor, or to the individual or group being commemorated.

The Town shall establish a seating area adjacent to the natural area. The seating area will feature plaques acknowledging donors. At the donor's discretion, they may purchase a plaque to be installed at the acknowledgement seating area. There shall be an additional fee for each plaque.

~~Recognition of the donation will appear on the Town's website and the Town's local newspaper upon completing the bulk plant. In addition, a letter will be sent to the donor upon completing the tree planting indicating the number of trees planted, the species, and the location of the trees.~~

## **References**

Forestry Management Plan, 2018 (By-law 85-2018)



## End of Document

Rev #	Date	Reason	Initiated	Reviewed	Approved
<u>#1</u>	<u>April 28, 2021</u>	<u>Public Request</u>	<u>Morgan Dykstra</u>	<u>Jed Kelly</u>	

DRAFT