



Caledon Environmental Advisory Committee Meeting Minutes
Wednesday, October 26, 2011
7:00 p.m.
Mayfield/Palgrave Room, Town Hall

Members Present:

Chair: D. Mazeau
Councillor P. Foley (arrived at 7:11 p.m.)(left at 8:20 p.m.)
B. Campbell
J. Cassell
D. Dengler
L. Kingsborough (arrived at 7:15 p.m.)
A. Lamers
A. Leaney-East
S. McElroy
N. Morris
K. Morrison
P. Parete
H. Rutter
H. Stock
B. Wilson

Members Absent

Councillor N. deBoer
V. Cushing
C. Cybulski (regrets)
G. Walker (regrets)

Town Staff:

Council/Committee Co-ordinator: C. Finnerty
Director, Development Approval & Planning Policy: M. Hall
Corporate Communications Manager: L. Johnston
Director, Administration/Town Clerk: K. Landry
Senior Policy Planner: T. Manley
Energy and Environmental Coordinator: J. Schembri
Purchasing Coordinator: S. Wiles
Records/FOI Coordinator: L. Wright
Manager, Policy & Sustainability: H. Xu

1. CALL TO ORDER

The meeting was called to order at 7:05 p.m.

2. **RECEIPT OF AGENDA**

Moved by: A. Leaney-East

CEAC-2011-028

That the Caledon Environmental Advisory Committee Agenda dated October 26, 2011 be received.

Carried.

3. **DISCLOSURE OF PECUNIARY INTEREST** – None stated

4. **RECEIPT OF MINUTES**

Moved by: J Cassell

CEAC-2011-029

That the Caledon Environmental Advisory Committee Minutes dated September 27, 2011 be received.

Carried.

5. **DELEGATIONS**

- A. Sandi Wiles, Purchasing Coordinator, advised that for insurance purposes, the Committee needs to define its functions within its Terms of Reference to include various activities that the Committee undertakes. The Town's Commercial General Liability insurance notes that all Committees are meeting at Town facilities. Meeting at Town sites resolves any accessibility issues and removes any need for a Certificate of Insurance for offsite locations.
- B. L. Johnston, Corporate Communication Manager, advised the Committee that Council approved a web redesign last year. This week, an RFP has been circulated for web services. The anticipated go live date for a new website is spring 2012. L. Johnston also advised that the Town has hired a dedicated web editor and graphic designer and requested that a member of CEAC volunteer to act as a liaison between the Committee and Corporate Communications. J. Cassell volunteered to act as a web liaison between CEAC and Corporate Communications.
- C. Karen Landry, Director of Administration/Town Clerk and Mary Hall, Director of Development Approval & Planning Policy, advised members that the Town has focused on refining and amending its Council and Council Committee procedures such as standardizing agendas and minute and encouraging meeting at Town facilities. Also discussed was the review and standardization of Committee Terms of Reference, minute-taking standards, and accessibility issues related to holding meetings outside of Town Hall.

6. REGULAR BUSINESS

A. Appointment of Chair

Names were put to the floor for consideration as Chair; however those who were nominated did not accept their nominations.

Moved by: N. Morris

CEAC-2011-030

That the Committee defer appointment of Chair to the November 16, 2011 meeting.

Carried.

B. Membership matters

Moved by: K. Morrison

CEAC-2011-031

That CEAC receive the resignation of Piotr Derus; and

That Town staff begin the recruitment process seeking expressions of interest from residents who wish to serve on the Committee.

Carried.

C. 2012 Work Plan

The Committee discussed the Work Plan and will be bringing a final version to the next meeting for endorsement as two sections of the Work Plan remain outstanding.

D. Dengler inquired about the Sustainability Checklist and Source Water Protection. A. Leaney-East requested that Ohi Izirein, Senior Policy Planner delegate to the Committee to speak about the Sustainability Checklist and Source Water Protection.

7. CORRESPONDENCE

A. Eco-Doors Open Caledon, October 30, 2011

8. CLOSED MEETING - none

9. ADJOURNMENT

The meeting adjourned at 9:00 p.m.

10. NEXT SCHEDULED MEETING

The next meeting will be held on November 16, 2011 at 7:00 p.m. in the Committee Room, Town Hall.