

Sustainability Committee Meeting Minutes

Date Thursday, January 18, 2018
Time 11am-1pm
Location Sustainable Severn Sound's Office (c/o North Simcoe Community Futures Development Corporation), 105 Fourth Street, Midland

Attendance

Andrea Betty, Director of Planning and Community Development, Town of Penetanguishene
Councillor Cate Root, Township of Tay
Councillor Jonathan Main, Town of Midland
Councillor Barbara Coutanche, Township of Oro-Medonte
Councillor Ron Stevens, Township of Severn
Deputy Mayor Steffen Walma, Township of Tiny, County of Simcoe representative
Doug Luker, CAO, Township of Tiny (Chairperson)
Chris McLaughlin, General Manager, NSCFDC
Michelle Hudolin, Wetlands and Habitat Biologist, Severn Sound Environmental Association
Tracy Roxborough, Sustainability Coordinator, Sustainable Severn Sound
Victoria Ervick, Climate Change Action Plan Coordinator, Sustainable Severn Sound

Regrets

Aisha Chiandet, Water Scientist, Severn Sound Environmental Association
Brenda Armstrong, Program Manager, Environmental Health, Simcoe Muskoka District Health Unit
Councillor Jack Contin, Town of Midland
Councillor Mike Lauder, Town of Penetanguishene
Gail Marchildon, Office Manager, Severn Sound Environmental Association
Jennifer Schnier, Communications and Economic Development Officer, Township of Georgian Bay
Julie Cayley, General Manager, Severn Sound Environmental Association
Morgan Levison, Public Health Promotor, Simcoe Muskoka District Health Unit
Nick Popovich, Director of Development Services, Township of Georgian Bay

1.0 Approval of Agenda

Discussion: Chair requested any additions or changes to the agenda. J. Main requested addition to Item 3.6 Sustainability Speaker Series. C. Root to requested to add to Item 5.0 re: SSS & SSEA merger, T. Roxborough confirmed Item 5.4 speaks to C. Root's concern. T. Roxborough requested addition Item 5.3 re: draft guidelines for community emissions planning. Moved by A. Betty, seconded by C. McLaughlin. Carried.

2.0 Approval of Minutes from the 7-Dec-2017 SC Meeting

Discussion: The 7-Dec-2017 draft minutes were sent to the committee on 12-Jan-2018, with SSS receiving no requests for corrections or comments. The Chair requested, any other comments or corrections, and

SC Meeting Minutes - 18-JAN-2018

receiving none, requested a motion to approve the 7-Dec-2017 minutes. Moved by A. Betty, seconded by C. McLaughlin. Carried.

Action Items: J. Main requested correction to Item 6.2 – Town of Midland from “Council has approved 4 municipal corporations to be development” to “development corporation.”



SustainabilityComm
ittee-Dec-7-2017-DR

3.0 2017-2018 SSS Work Plan Items

3.1. Sustainability Bulletin

Note: January issue to be discussed at the 18-Jan-2018 meeting.

Discussion: T. Roxborough sent December Sustainability Bulletin to staff & council to be received for information. Upcoming January Sustainability Bulletin to include information on January 31st, Climate Change Planning webinar for Elected Official, [Electrical Vehicle Infrastructure Demonstration](#) funding applications due February 8th, FCM Climate Change staff grants are opening in Spring (date TBD). Reminder to municipalities that in order to access the Greenhouse Gas Challenge Fund, municipalities must have a GHG Inventory in place which SSS is providing. R. Stevens spoke about Marijuana and health and the role municipalities play in this industry. A. Betty, read through Health Canada regulations re: parameters surrounding Marijuana industries. R. Stevens requested clarification about medical marijuana access and production facilities. A. Betty clarified that on an industrial scale manufacturer needs a license and must be appropriately zoned, however individuals can have a personal license without a cap on how many plants they can grow (limited regulations). A. Betty continued saying that a resident can come in requesting a building permit for a greenhouse, however the municipality does not have the right to ask/know what is being grown.

Action Items: No action items.

3.2 Reports to Council

Note: This report is being distributed on an on-going basis to coincide with deputations and SSS's 22-Feb-2018 Sustainability Speaker Series event. To date, only Penetanguishene has received the report with the recommendation, and a verbal invitation to attend the event.

Discussion: T. Roxborough summarized attached resolution to join the FCM-PCP Program recognizing SSS as an associate member on behalf of the municipalities. Stressed importance of not asking municipalities for further monetary contribution or work required, but important to highlight that SSSs' membership in the FCM-PCP program on behalf of municipalities will provide SSS with tools and access to FCM staff to assist with data, report writing, and support moving forward in the LCCAP program. Ian McVey (FCM Climate Advisor) assisted with providing a list of benefits for municipalities to join the PCP program and its alignment with SSS initiatives. T. Roxborough reminded SC that the resolution requires council to appoint one staff and one council

SC Meeting Minutes - 18-JAN-2018



member, acting as a representative not asking for participation on SC in addition to those with membership already. C. Root questioned what role these individuals play? T. Roxborough answered appointment of one staff and one council member is simply a formality and a requirement of a program, they would be the municipal representation for awards/speaking but SSS would be the associate member. C. McLaughlin reminded SC that A. Betty is appointed staff for the Town of Penetanguishene with M. Lauder being an appointed elected official. T. Roxborough informed SC that the Town of Penetanguishene has ‘unofficially’ signed onto the program as of January 10, 2018, with presentations to the Town of Midland schedule for Jan 22, Township of Tay on Jan 29, Township of Severn on Feb 7 with remaining municipalities being scheduled. J. Main informed SC that the Town of Midland is unable to attend February 22 Sustainability Speaker Series due to conflict with 2018 Budget Meeting and further requested clarification of municipalities requirements for joining PCP program, seeking clarification that the PCP program is a ‘club’ and with membership to this ‘club’ municipalities have access to additional funding, recognition, etc. Not asking for further resources, just support moving forward through PCP program. A. Betty brought up point that if SSS is dissolved, council is still required to fulfill Milestone 5 in 10 years – written into resolution, nothing further required.

Action Items: T. Roxborough to connect with Sustainability Committee members individually to identify next steps and how to move through the PCP program, specifically R. Stevens (Township of Severn). T. Roxborough to include hardcopy of FCM-PCP resolution in minutes and send a separate e-mail highlighting just the FCM-PCP resolution as requested by C. Root.



SSSMemorandum_2
018-01_3-Jan-2018.p

3.3 FCM (Federation of Canadian Municipalities) Regional Facilitator Assistance Update

Discussion: T. Roxborough working with regional facilitator (Ian McVey) on SSS’s membership with PCP program, and will be participating in Feb 22 event speaking on the benefits of joining PCP program.

Action Items: No action items.

3.4 Pollinator Activities (see

Note: Go Wild Pollinator Grant Submission Update (if available), as submitted 28-Nov-2017.

Discussion: T. Roxborough informed SC that SSS submitted a grant to Go Wild Pollinator Grant, expected to hear back in January 2018 – applications are still under review. SSS looking to work with Hydro One & Township of Tay. C. Root informed SC that as of January 17, 2018, Nathalie Des Rosiers is the new Minister of Natural Resources and Forestry. T. Roxborough working with Maggie Off (Tiny) on developing recognizable pollinator signage, Town of Penetanguishene also expressed interest.

Action Items: T. Roxborough to set up meeting with Peter re: coordinator pollinator project. T. Roxborough to follow up with Maggie/Bonita (Tiny) re: signage of pollinator gardens throughout

SC Meeting Minutes - 18-JAN-2018



area. T. Roxborough to follow with up Sherry Desjardins from the Town of Penetanguishene about capturing pollinator signage in Martin Valley Park.

3.5 Website Maintenance and Development

Discussion: T. Roxborough updated SC that only new changes have been online survey and bulletin.

Action Items: No action items.

3.6 Sustainability Speaker Series

Note: Update on February 22, 2018 event to be provided. Discussion will ensue.

Discussion: T. Roxborough distributed poster for February 22 event to SC, highlighting speakers Dr. Dianne Saxe and Ian McVey. Open to municipalities and community at the Midland Cultural Centre from 2:30pm – 4:30pm. Event poster will be distributed electronically via bulletin, social media, mayor’s message, etc. T. Roxborough asked input on seating arrangement (round tables v. horseshoe) – consensus was to move forward with round tables and to forgo online registration. J. Main asked for consideration to have an Earth Day movie downtown sponsored by SSS (low cost commitment, registration fee) over Earth Day weekend, family friendly movie/cartoon/environmentally focused. A. Betty expressed interest in this initiative as well. Sustainability Committee agreed to move further with this consideration.

Action Items: Sustainability Committee members to provide update to council about Feb 22 event, emphasizing this as an opportunity to speak face-to-face with a FCM Climate Advisor about PCP program benefits to municipalities. T. Roxborough to distribute digital copies of Feb 22nd event poster to Sustainability Committee members for further distribution. A. Betty and D. Luker to include advertisement of Feb 22 event in Community Pages. SSEA to include on website. J. Main to forward movie titles to SSS for movie selection and to follow-up with BIA. SSS to bring forward options/update to next meeting.

3.7 Local Climate Change Action Plan Project Update

3.7.1 Corporate and community GHG inventory status report (Memo A)

Note: Handout to be provided.

Discussion: T. Roxborough briefly summarized GHG inventory status update. J. Main questioned community transportation data, aggregated for upper tier v. lower tier? T. Roxborough clarified that the Transportation Tomorrow Survey is comprehensive and is disaggregated into lower tier municipalities.

Action Items: No action items.



Memo-GHG-Invent
 ory-Outline_Jan 18-

3.7.2 Stakeholder engagement activities status report (Memo B)

Note: Handout to be provided.



Discussion: T. Roxborough spoke to stakeholder engagement update. Averaging one engagement piece per month. Noted addition to Memo B – SSS was invited to speak on the LCCAP project over a Clean Air Partnership “Developing Climate Action Plans” on January 10. T. Roxborough provided update on #ClimateChanger survey, with 42 survey responses to date. SSS identified 200+ stakeholders into various focus groups, e-mailing individuals within sectors inviting them to complete the survey. T. Roxborough provided update on upcoming promotional video. Addition to Memo B impressions was noted as 249.

Action Items: A. Betty offered access to SSS re: additional video footage from the Town of Penetanguishene. T. Roxborough to reach out to Sustainability Committee inviting individuals to speak in promotional video. SSEA requested SSS share Agricultural stakeholder list, to cross-check and provide additional e-mails.



Memo-Stakeholder Engagement_Jan 18

4.0 SSS Project Budget

Discussion: C. McLaughlin provided update for 2018, noting that due to the uncombined OTF & SSS operating budget, the budget indicated a negative position, which is not the status. Even without the expected \$15,000 in funding as expected, SSS was remained under budget as of 31-Dec-2017, utilizing deferred 2016 as planned in 2016. C. McLaughlin recommended to Sustainability Committee that going forward we would have two reports to SC, highlighting SSS operating profit/loss with budget and OTF profit/loss with budget, keeping them separate. Chair requested a motion to receive final report. Moved by C. McLaughlin, seconded by C. Root. Carried. Currently SSS is on a calendar fiscal year, NSCFDC has April to March fiscal year, C. McLaughlin asked SC opinion of changing SSS to align with NSCFDC. A. Betty spoke on behalf of the Town of Penetanguishene treasurer, that this switch may be challenging.

Action Items: C. McLaughlin to send e-mail requesting comments on changing SSS from a calendar fiscal year to align with NSCFDC April to March fiscal year.

4.1 Financial Statement, 31-Dec-2017

Discussion: See 4.0.

Action Items: See 4.0.



FinancialStatement _31-Dec-2017_Agen

4.2 FCM Municipalities for Climate Innovation Program (MCIP) Submission, 8-Jan-2018

Discussion: T. Roxborough provided update on MCIP submission with a deadline on January 8th. Application was to continue to develop and implement the LCCAP.

Action Items: No action items. Will continue to provide updates at upcoming meetings.



Sustainable Severn Sound

Sustainable Severn Sound (SSS) champions the integration of sustainability principles within our partner municipalities and their communities.



text-mcip.pdf

- 4.3 County of Simcoe Arts, Culture and Natural/Built Heritage Grant, Letter of Intent, 12-Jan-2018
Discussion: T. Roxborough provided update on grant.
Action Items: Workshop at end of month, Victoria to attend on behalf of SSS.



Expression of Interest TSC Culture

- 4.4 County of Simcoe, 2018 Budget Contribution Discussion
Discussion: T. Roxborough reminded Sustainability Committee about discussion at 7-Dec-2017 meeting re: County of Simcoe's monetary contribution towards SSS. T. Roxborough updated SC on conversations with Tyler Hunt, namely SSS's interest in sitting on the County of Simcoe's Climate Change working group. SSS working with Tyler Hunt, County of Simcoe to develop a closer relationship in terms of upcoming Climate Change Strategy, data acquisition, etc. Requesting County of Simcoe to contribute \$30,000.00 (50% of municipal partner contributions). As a recommendation from S. Walma, T. Roxborough to provide Tyler Hunt with letter citing that it may go over better with council if it came as a staff recommendation, as recommended. A. Betty expressed concern that this is 2018 budget request, but County of Simcoe has already approved 2018 budget. S. Walma does not anticipate the request to be a concern with 2018 budget.
Action Items: T. Roxborough to provide update at next meeting.

NOT FOR DISTRIBUTION



Letter-County-LCCA P-2018.pdf

5.0 Other Business and Roundtable Sharing of Projects and Information

- 5.1 Update to the SSS Membership List, 2018
Discussion: T. Roxborough updated SSS Membership List for 2018 including adding A.ChianDET and M. Hudolin from SSEA. S.Walma moved to Mailing List. D. Luker requested clarification why S. Walma was moved to Mailing List, S. indicated that the County of Simcoe does not recognize SSS as a supported County council. S. Walma expressed interest in still attending when available.
Action Items: T. Roxborough to move S. Walma from Mailing List to Membership List.



SC_MembershipList -Jan-2018.pdf

SC Meeting Minutes - 18-JAN-2018



5.2 Review of Revised SSS Terms of Reference, 2018

Discussion: Updated to recognize SSS and Sustainability Committee and the responsibilities per group. M. Hudolin requested previous TOR for reference, included in 18-Jan-2017 meeting package.

Action Items: T. Roxborough welcomed suggestions to Terms of Reference, Sustainability Committee members to review and discuss at 8-Feb-2018 meeting.



SC-SSS-TermsofReference-DRAFT-18-Jan

A: DRAFT, 18-Jan-2018



SSSandSC_TermsofReference_2017_Apr

B: 2017 Terms of Reference

5.3 Draft Guideline, [Ministry of Environment and Climate Change \(MOECC\) on Community Emissions Reduction Planning](#)

Note: Submission by SSS and the SC on behalf of our municipal partners.

Discussion: T. Roxborough explained Draft Guideline – explained close alignment with PCP program as identified on p. 53 of the Guideline. T. Roxborough clarified that municipalities do not need to follow one or the other, but the PCP program is a tool that is recommended to achieve the Guideline.

Action Items: V. Ervick & T. Roxborough to review and provide comments on behalf of the Sustainability Committee re: the Draft Guideline. T. Roxborough to send e-mail to Sustainability Committee how/why SSS is reviewing and providing comments on the Draft Guideline, alleviating the pressure on municipal planners. T. Roxborough to connect directly with municipal planners, and Sustainability Committee (A. Betty) members to speak to planners on the benefit of the Draft Guideline, highlighting the fact that SSS will review Guideline their behalf.

5.4 Update on Proposed SSEA and SSS Merger

Discussion: Agenda addition brought forward by C. Root. Updating SC on history of SSEA/SSS merger, requesting update on where this process is. S. Walma informed SC that it is an ongoing topic, but at this point it has been identified as a capacity resource issue (office relocation, budget, staffing constraints, strategic plan, etc.). M. Hudolin confirmed that SSEA does not have a definite move date. S. Walma informed SC that the draft budget presented to SSEA in January 2018, included a line for SSS. R. Stevens added that it is only a matter of timing. C. McLaughlin questioned rationale behind moving forward with SSEA/SSS merger, given the momentum that SSS is gaining; requesting we hold off until SSEA is in the place to indefinitely move forward – preparing for worst-case in the event that the merger does not happen, focus on what SSS can do to improve quality of service NOW. B. Coutanche when/if the merger happens, requests that SSS would be a ‘department’ or ‘office’ of SSEA responsible for community outreach/climate change. SSS will continue business as usual, until SSEA is ready to discuss merger. M. Hudolin spoke on behalf of J. Cayley’s request for a sub-committee to address potential SSEA/SSS merger, rather than falling primarily to J. Cayley.



Sustainable Severn Sound

Sustainable Severn Sound (SSS) champions the integration of sustainability principles within our partner municipalities and their communities.



Action Items: T. Roxborough to touch base with J. Cayley re: SSEA/SSS to set up meeting inviting D. Luker & S. Walma.

5.5 Membership Updates

Township of Tay

- C. Root attended 'School Travel Planning' workshop re: active transportation led by the Simcoe Muskoka District Health Unit. Believes that it is a great opportunity for SSS to further explore/help SMDHU, additional opportunity for funding.
- FYI – EV charging stations are mandated as part of the building code in new buildings/houses
- Tay received grant to build an accessible washroom in a community building
- Hospice Huronia received approval for new location, moving forward with build

Town of Penetanguishene

- Martin Valley Park is undergoing concept designs, stay tuned for more information
- Discussing updating "angels" of Penetanguishene
- Committee of the Whole endorsed the next draft of the OP
- Main Street project is moving ahead, PIC will be occurring in February 2018
- Town received \$25,000.00 from the [Ontario Municipal Commuter Cycling Program](#), an RFP will be released

Town of Midland

- Midland council removed appointments on all external boards based on a governance review, SSS & Active Transportation Committee remain active.
- Transit Master Plan, Transit System Review, Parks Master Plan, Trail Study are all ongoing.

North Simcoe Community Futures Development Corporation

- Small Business Marketing Mondays (7:30am – 9:00am) starting Monday, January 22. Presentation on networking, tradition marketing streams, social media and marketing foundations.
- February 22nd 7:30am – 9:30am, employers breakfast on ONGOV Job Grant, guest speaker on Bill 148
- FedDev reviewing NSCFDC to develop a Western Ontario Government Program, asking to compile a list of community economic projects. C. McLaughlin requested SC members to let him know about municipal projects that NSCFDC could assist with by Jan 31, 2018

SSEA

- Business as usual – reporting, data crunching
- Township of Tay has taken over financials of SSEA, looking forward to new office
- Strategic Plan is in draft stage, board session to review draft as well as a staff session
- Tree deadline is January 19, 2018

Township of Oro-Medonte

- Building an elevated water storage tank as some residents in Oro are supplied by a private water company (Skyline) that has raised its prices.
- Bayview Memorial Park is undergoing improvements, including accessibility down to water

SC Meeting Minutes - 18-JAN-2018

County of Simcoe

- Solid Waste Management pilots:
 - o 80L bin
 - o Automated service
 - o County branded 80L garbage bags – mandatory.
- Expanded land ambulance program, rapid response units/SUVs (Penetanguishene, Tiny) don't necessarily do transport but rather on ground care – concept being that rural municipalities don't have quickest response time

Township of Tiny

- Wayfinding project taking place throughout the Township
- Rec Master Plan is ongoing
- Official Plan, Open House in Toronto (Vaughan) to accommodate seasonal residents

6.0 2018 Meeting Schedule

Date	Time	Location	Purpose
Thursday, February 8, 2018	10am-12pm	SSS Office, 105 Fourth Street, Midland	<ul style="list-style-type: none"> • LCCAP Project Update • Other Business
Thursday, March 8, 2018	10am-12pm	SSS Office, 105 Fourth Street, Midland	<ul style="list-style-type: none"> • LCCAP Project Update: Presentation • Other Business
Thursday, April 5, 2018	10am-12pm	SSS Office, 105 Fourth Street, Midland	<ul style="list-style-type: none"> • LCCAP Project Update • Other Business
Thursday, May 3, 2018	10am-12pm	SSS Office, 105 Fourth Street, Midland	<ul style="list-style-type: none"> • LCCAP Project Update: DRAFT Plan • Other Business
Thursday, June 7, 2018	10am-12pm	SSS Office, 105 Fourth Street, Midland	<ul style="list-style-type: none"> • LCCAP Project: Final Report • Other Business
Thursday, July 5, 2018	10am-12pm	SSS Office, 105 Fourth Street, Midland	<ul style="list-style-type: none"> • Other Business
Thursday, August 9, 2018	10am-12pm	SSS Office, 105 Fourth Street, Midland	<ul style="list-style-type: none"> • Other Business
Thursday, September 6, 2018	10am-12pm	SSS Office, 105 Fourth Street, Midland	<ul style="list-style-type: none"> • Other Business
Thursday, October 4, 2018	10am-12pm	SSS Office, 105 Fourth Street, Midland	<ul style="list-style-type: none"> • Other Business
Thursday, November 8, 2018	10am-12pm	SSS Office, 105 Fourth Street, Midland	<ul style="list-style-type: none"> • Other Business
Thursday, December 6, 2018	10am-12pm	SSS Office, 105 Fourth Street, Midland	<ul style="list-style-type: none"> • Other Business

9.0 Adjournment: Time: 1:17pm
Next Meeting When: **Thursday, February 8, 2018**
 Time: 10am-12pm
 Where: 105 Fourth Street, Midland

SC Meeting Minutes - 18-JAN-2018