



Sustainable Severn Sound

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

## Sustainability Committee Minutes

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Date	Thursday, August 9, 2018
Time	10am-12pm
Location	Sustainable Severn Sound's Office (c/o North Simcoe Community Futures Development Corporation), 105 Fourth Street, Midland

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### Attendance

Andrea Betty, Director of Planning and Community Development, Town of Penetanguishene  
Chris McLaughlin, General Manager, NSCFDC  
Councillor Barbara Coutanche, Township of Oro-Medonte  
Councillor Jonathan Main, Town of Midland  
Councillor Cate Root, Township of Tay  
Councillor Jack Contin, Town of Midland  
Councillor Ron Stevens, Township of Severn  
Deputy Mayor Anita Dubeau, Town of Penetanguishene  
Deputy Mayor Steffen Walma, Township of Tiny, County of Simcoe representative  
Tracy Roxborough, Sustainability Coordinator, Sustainable Severn Sound  
Victoria Ervick, Climate Change Action Plan Coordinator, Sustainable Severn Sound  
Michelle Hudolin, Wetlands and Habitat Biologist, Severn Sound Environmental Association  
Morgan Levison, Public Health Promotor, Simcoe Muskoka District Health Unit  
Tyler Hunt, Sustainable Operations Supervisor, County of Simcoe

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### Regrets

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

### 1.0 Approval of Agenda

Sustainability Committee Chairperson, D. Luker, requested any additions or changes to the agenda. T. Roxborough added event request, added in Item 5.4, Other Business, with discussion to follow. With no additions or changes to the agenda, D. Luker requested a motion to approve the agenda Moved by C. McLaughlin, seconded by A. Dubeau. Carried.

### 2.0 Approval of Minutes from the 12-Jul-2018 SC Meeting

Discussion: Draft minutes were sent to the Sustainability Committee for review and comments on 13-Jul-2018. With T. Roxborough receiving no requests for corrections, Chairperson D. Luker requested any further comments or corrections to the 13-Jul-2018. Receiving none requested a motion to approve the draft minutes. Moved by B. Coutanche, seconded by J. Main. Carried.

SustainabilityComm  
ittee-dm-July12.pdf

### 3.0 2018 SSS Work Plan Items

#### 3.1. Sustainability Bulletin

Discussion: Next issue to be released 13-Aug-2018, awaiting permission from FCM for funding announcement. August's issue will include information on regional LCCAP, SSS next steps, and FCM funding announcement.

#### 3.2 Reports to Partners/Councils

Discussion: Sustainability Committee was requested to review draft Memorandum SSS-2018-03 and to provide any comments to T. Roxborough prior to 20-Jul-2018. Version 3 sent to each committee member for review on 30-Jul-2018, distributed to Clerks for submission to Council on 2-Aug-2018. Respective reports can be accessed by committee members at the links below. T. Roxborough asked SC members to 'pull' Memo from Council packages. For clarification purposes, this Memo is **NOT** a request to Council to endorse the *recommended* targets, this is just a motion to receive for information. This Memo contains *recommended regional* targets, next step is to work with PCP municipalities to identify their respective specific corporate and community targets and to request Council's approval.

- [Midland](#): Draft sent to A. Campbell for review on 30-Jul-2018
- [Penetanguishene](#): Sent to S. Cooper, A. Betty, A. Dubeau and M. Lauder on 2-Aug-2018
- [Georgian Bay](#): Sent to all Council, J. Gunby and N. Popovich on 2-Aug-2018
- [Oro-Medonte](#): Draft prepared by SSS, direction requested from B. Coutanche
- [Severn](#): Sent to S. Goerke, W.H. Sander and R. Stevens on 2-Aug-2018
- [Tay](#): Sent to A. Gray, R. Lamb and C. Root on 2-Aug-2018
- [Tiny](#): Sent to L. Russell, S. Walma and D. Luker on 2-Aug-2018

#### 3.3 Pollinator Activities

Discussion: C. Root and M. Hudolin explained that work of some capacity has began at the Bridgeview Park site. T. Roxborough has requested an update from Tay and SSEA re: status of Bridgeview.

Action Items: C. Root to follow up with B. Anderson for an update on the Bridgeview site, M. Hudolin to speak to R. Canning at SSEA and provide update at next meeting, as T. Roxborough is planning an e-mail update to Hydro One/Pollinator Partnership on the status of the proposed project.

#### 3.4 Website Maintenance and Development

Discussion: Website has been updated with the following items:

- i. [LCCAP](#) and [LCCAP Methodology](#)
- ii. [Strategic Asset Management Toolkit, Municipal Finance Officers' Association of Ontario](#)
- iii. Presentations by SSS (1) [Supporting Municipalities in Local Climate Change Action](#), (2) [Sustainability and Environmental Action in your Community](#) (school presentation featuring Penetanguishene and Tiny)
- iv. All [agendas and minutes](#) up-to-date and posted

### 3.5 SSS Terms of Reference and Discussion on the SSS Mandate (pages 18-23)

Discussion: At 12-Jul-2018 meeting, SSS was directed to review the ToR and propose an alternative to the current three objectives, specifically the context of ‘advocate.’ T. Roxborough provided SC members with a revised copy of the ToR, and requested members to review the ToR and provide comments and/or questions. C. McLaughlin noted that the word ‘advocate’ is very contextual, and depends on the specific topic that is in question. Given that SSS is an extension of our municipal partnerships, there is a need for distinction surrounding the topic of advocate and who is requesting the advocacy. Being an extension of municipalities, it is important to note that SSS is the ‘environmental voice’ for the partners, and we should advocate what they would like us to advocate, however there is difficulty presenting this in the ToR, without appearing as a closed door organization. J. Main commented that the word ‘advocacy,’ is important and would like to see it remain in the ToR, as this piece may become especially important if and when the SSS/SSEA merger happens. B. Coutanche suggested Objective #3 to read, “Advocate on behalf of our partners.” M. Levison noted that educating municipalities should still remain as Objective #1, and believes that the SSS partners would not go against one another in terms of advocacy. J. Contin added that the ToR should clearly identify the role of SSS, and look at what the ‘triggers’ are that put the flags up. S. Walma asked for clarification as to why the County of Simcoe is not listed in the ToR as a partner. Due to the fact that the County of Simcoe has not provided any financial contributions as of late, T. Roxborough noted that they are not currently listed as a member in the ToR. SC recommended that much like SSEA and the SMDHU, the County should be listed as an ‘in-kind’ partner. SC directed SSS to continue exploring partnership with the County of Simcoe, with D. Luker reminding SC that a requested to the County for a financial contribution went unanswered in February 2019. J. Contin suggested a MOU in order to identify partners, commitment level, formal agreement, etc. M. Levison requested correction to SMDHU’s title, changing to ‘Health Hazards/Vector Borne Diseases’ to ‘Healthy Environments Program’. D. Luker requested an edit be made to the Township of Tiny membership list, as it currently lists S. Walma and D. Luker – however S. Walma is also representing the County of Simcoe at the table. D. Luker suggested T. Roxborough create an appendix to further address the different types of memberships, roles, and organizations. Given an influx of public requests and inquiries, the heading ‘Public Requests and Inquiries’ was added to the ToR, with T. Roxborough requesting comments from the SC. C. Root noted that the SC should be ‘open to the public’ for listening purposes only, and requests for presentations should undergo a formal review process, which is TBD. C. McLaughlin explained the intricacy of the board, of what SSS can and cannot do in terms of inviting the public, since SSS is on NSCDC’s payroll but funded by the municipalities, there is a question of public versus private.



SC-SSS-TermsOfReference-2018-revised-7

Action Items: T. Roxborough to update ‘community’ populations (permanent residents, seasonal residents) to reflect accurate numbers, and provide background on source. S. Walma, T. Hunt and T. Roxborough to follow up with County of Simcoe re: financial and/or in-kind partnership/representation on the SC. If any SC members have any comments/suggestions as to how the objectives can be re-worded, send to T. Roxborough. Based on the comments received today, T. Roxborough and C. McLaughlin are to review ToR, specifically looking at correct wording re: ‘Public Requests or Inquiries’ and bring forth revision to the 6-Sept-2018 meeting. T. Roxborough to organize ToR membership list in an appendix format, including adding PCP notion to both lists. T. Roxborough to edit Township of Tiny’s membership list, adding S. Walma to County of Simcoe’s list in addition to Tiny’s.

### 3.6 Local Climate Change Action Plan Project: Regional GHG Summary

#### 3.6.1 Regional-level implementation plan discussion, Draft 1 Template (pages 24-25)

Discussion: Per the 18 Recommendations outlined in the regional LCCAP, SSS is working on identifying 1 to 3 actions that are priority, based on sectors that municipalities have the greatest ability to reduce GHG emissions. Recommendation for regional-level implementation plan completion is as follows:

- i. Completion of Draft 1 by SSS for committee review by 24-Aug-2018
- ii. Revisions incorporated into Draft 2 and provided for committee review as part of the 6-Sept-2018 agenda package
- iii. Working ½ day session with the committee in mid-Sept to review Draft 3
- iv. Final regional-level implementation plan provided to the committee as part of the 11-Oct-2018 agenda package

C. Root noted that when and if this comes back to Council in the Fall, it could be a new Council entirely. A. Betty likes the idea of having a ½ day working session, but with a lot of actions being on the implementation / organization side of things, it is very important that the senior managers are involved in the decision making process and conversation. T. Roxborough informed the SC that SSS will be looking at operational budgets, official plants, etc. to identify realistic and specific opportunities for GHG reductions. C. Root added that budget processes start in the Fall, noting a concern surrounding timeline. SC agreeable to receiving completion of Draft 1 of implementation strategy on or before 24-Aug-2018, and will do their best to provide comments. J. Main stressed the importance of appropriately relaying this information to incoming SC members if and when Council changes in October.

Action Items: T. Roxborough and V. Ervick to create draft implementation strategies to send by 24-Aug-2018.



regional-implementation-plan-draft-ten

#### 3.6.2 Development of the (5) respective municipal-level climate change action plans

Discussion: SSS has completed initial research on tools and software to quantify GHG reduction actions moving forward. Report will be provided at the 6-Sept-2018 meeting for committee information and discussion. Based upon the LCCAP, the 3 top priority sectors for the (7) respective municipalities are:

##### **Penetanguishene**

*Corporate: (1) Fleet, 39%; (2) Buildings and facilities, 34%; (3) Water and sewage, 21%*

*Community: (1) Transportation, 35%; (2) Residential energy use, 24%; (3) Commercial and institutional, 17%*

##### **Georgian Bay**

*Corporate: (1) Fleet, 53%; (2) Buildings and facilities, 39%; (3) Water and sewage, 6%*

*Community: (1) Residential energy use, 47%; (2) Waste, 39%; (3) Commercial and institutional, 10%*

##### **Severn**

*Corporate: (1) Fleet, 56%; (2) Buildings and facilities, 23%; (3) Water and sewage, 18%*

*Community: (1) Transportation, 64%, (2) Waste, 17%; (3) Residential energy use, 15%*

**Tiny**

*Corporate: (1) Fleet, 75%; (2) Buildings and facilities, 20%; (3) Water and sewage, 4%*

*Community: (1) Transportation, 57%; (2) Residential energy use, 32%; (3) Waste, 10%*

**Tay**

*Corporate: (1) Fleet, 37%; (2) Water and sewage, 35%; (3) Buildings and facilities, 24%*

*Community: (1) Transportation, 75%; (2) Residential energy use, 15%, (3) Waste, 7%*

**Midland**

*Corporate: (1) Buildings and facilities, 39%; (2) Water and sewage, 38%; Fleet, 20%*

*Community: (1) Transportation, 33%; (2) Residential energy use, 24%; (3) Commercial and institutional, 15%*

**Oro-Medonte**

*Corporate: Data not available at the time of publication*

*Community: (1) Transportation, 84%; (2) Residential energy use, 9%; (3) Waste, 5%*

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**Priority Action 1**

Support and recommend GHG reduction actions, energy efficiency and conservation during the preparation of annual operating and capital budgets.

*Question: How can SSS become involved in the development of the operating and capital budgets in order to identify opportunities for GHG reduction and energy conservation?*

Recommended tasks by SSS and the SC: (1) Submission of request to CAO to contact Dept. Heads to request formal involvement, (2) Addition of a 'GHG reduction potential' note to operating and capital budget items, (3) Addition of a line item/section to staff reports that notes 'GHG reduction potential' which flags the report for distribution to SSS.

Discussion: SSS is expected to provide a service to PCP municipalities (i.e. annual and bi-annual reporting) – what is the best way for SSS to be efficiently involved in this process, noting that all municipalities have different policies and procedures. J. Contin recommended a schedule of the planning process and timeframe per municipalities. C. McLaughlin asked whether or not it is a matter of directing CAO's of the PCP municipalities to email staff outlining requests and considerations to meet with SSS to discuss integration as it relates to the PCP program and achievement of Milestones. A. Betty, with most municipalities do capital and operating budgets 2-3 years in advance, it is important that SSS be included in the conversation to provide comments on areas where GHG emissions can be reduced. T. Hunt added that the lack of knowledge and information can limit uptake of actions. For example, on the capital side of things there is an opportunity to share best practices amongst municipalities (i.e. sharing of information between fleet managers to reduce GHG emissions related to corporate fleet), because a lot of decisions are being made without specific knowledge. Further to that, in terms of operating budgets, if a building manager doesn't understand the cost saving opportunity of energy efficient light-bulbs, they won't make that informed decision. C. Root suggested SSS sit down with the Director of Planning and Public Works (or municipal equivalences), and have a conversation about the sectors that emissions can be reduced. M. Hudolin added that if you have these conversations prematurely, if special funding opportunities become available, that conversation has already taken place allowing for better leverage of funds and support. J. Main stressed the importance of engraining sustainability into corporate policies, plans and procedures. T. Roxborough

requested input from SC as to whether or not it would be viable to have an inclusion within staff reports for PCP municipalities, outlining whether or not the project/action that staff is recommending would have an impact of GHG emissions. A. Betty commented that the request to include a GHG emissions impact would be easy to add to Penetanguishene's staff report template, but unsure of other municipalities. A. Betty requested specific "bullet points" that can be easily added to these staff reports. Lastly, D. Luker suggested T. Roxborough organize meetings with the 5 PCP CAO's to have a direct conversation about what is expected of them. Motion for SSS to schedule a meeting with CAO and Treasurers to identify roles, expectations and to establish an ongoing reporting schedule. Moved by A. Dubeau, seconded by C. McLaughlin. Carried. Action Items: T. Roxborough to develop an outline of what is expected, and directed to schedule a meeting with 5 PCP CAO's and Treasurers to integrate information into municipal operations and budget process. V. Ervick to connect with Sustainable Peterborough as to how the process works and how information is streamlined, reported, etc. and provide this finding at the CAO meeting.

### **Priority Action 2**

Liaise with each municipalities' Corporate Asset Management Committee/Working Group as they complete work on a corporation-wide asset program by July 2019.

*Question: How can SSS become a member of each respective Working Group or Committee? Is this necessary, or, should SSS submit a report to the lead staff member at each municipality recommending the integration of the LCCAP and climate change considerations as required per the updated regulation?*

Discussion: Include in CAO meeting.

### **Priority Action 3**

Encourage the incoming Council to incorporate GHG reduction targets, GHG reduction actions and energy conservation measures in their respective 2019–2023 Strategic Plans.

*Question: How would this be best achieved?*

Discussion: Include in CAO meeting.

### **Priority Action 4**

Engage municipal staff on pending GHG reduction actions and energy efficiency upgrade/projects, with regular communication to staff through electronic distribution of GHG and energy news through email, website and intranet.

*Question: Should SSS take on this task, or should a formal request be sent to the CAO and Communications staff person for GHG reduction actions and energy efficiency news to be distributed by the municipality itself?*

Discussion: Include in CAO meeting.

## 4.0 SSS Project Budget

### 4.1 Financial Statement, 31-Jul-2018

Discussion: Financial statement not available at the time of the meeting, and will be provided with the draft minutes for committee review, to be discussed at the 6-Sept-2018 meeting. Expenses remain in-line with the SSS budget, and the OTF Final Report was submitted 27-Jul-2018, with SSS utilizing all of the funds with the exception of \$400.

### 4.2 Summary and Status of Funding Submissions by SSS

#### 4.2.1 [FCM Municipalities for Climate Innovation Program \(MCIP\), Climate Change Mitigation](#) (pages 26-27)

Discussion: Media releases to announce funding prepared for each municipality, will be sent by SSS during the week of 13-Aug-2018. SC directed SSS to release one press release to include all partner municipalities, including one quote from the Chair and FCM.

Action Items: SSS to develop one press release for all municipalities and distribute all SC members, Clerks/Communications staff members and local print and digital media.



FCM MCIP Media  
Release\_Aug-10-edi

#### 4.2.2 [County of Simcoe Arts, Culture and Natural/Built Heritage Grant](#) (pages 28-29)

Discussion: None, provided for information.



Pages from  
CountyofSimcoe-AC

#### 4.2.3 [Ontario Trillium Foundation Grow Grant](#) (page 30)

Discussion: None, provided for information. Expected response from OTF by 5-Oct-2018.



Ontario-Trillium-Fo  
undation-Overview-

#### 4.2.4 [FCM Staff Support Grants](#) (page31-35)

Discussion: None, provided for information. Expected response from FCM by Jan-2019.



Overview-ClimateC  
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## 5.0 Other Business

### 5.1 First Nations Involvement on the Sustainability Committee

Discussion: Possibility for SSS to send a revised request, considering any changes in Council representation. SSS requested direction from the committee. C. McLaughlin to ask G. Monague on how best to invite Beausoleil Island to the SC table. T. Roxborough to provide J. Contin and N. Popovich with information to be used to invite First Nation communities to the table.

## 5.2 Amp Energy, Net Metering for Municipalities

Discussion: Meeting scheduled for 16-Aug-2018 at SSS office at 2pm. SSS requested attendance by any interested committee members, as the meeting is being held to explore opportunities for municipalities on how they can reduce energy consumption and save money through net-metering.

## 5.3 Proposed SSEA and SSS Merger

Discussion: None at this time. Meeting #2 proposed for Sept-2018. Will provide updates as available.

## 5.4 SSS Involvement in Sept-2018 Event

Discussion: SSS has been asked to participate in an event in September with a focus on municipalities and sustainability. Information is included below (date and venue details, sponsors/event hosts, speakers, and a draft agenda). C. McLaughlin, noted is as good exposure but suggested going as an attendee, remaining neutral, and evaluating for future events. . A. Dubeau noted September 25<sup>th</sup> is a County Council day. Motion to attend as attendee not a guest speaker, moved by A. Betty, seconded by C. McLaughlin. Carried

### **Municipal Candidates' Event: Municipalities and Sustainability**

**Date:** September 25, 9:30am - 12pm

**Venue:** Liberty North 100 Caplan Avenue, Barrie, ON L4N 9J2

**Anticipated #s:** 125 ppl

**Target Audience:** municipal candidates from across Simcoe County incl. Barrie and Orillia

**Outline:** Many people hear about sustainability, but are unsure of what that means in their local area. Further, as damages from our changing climate become more apparent, our municipalities play a critical role in being leaders in sustainability and climate mitigation. The purpose of this event is to help educate potential municipal leaders and other community leaders in the role they can play, important information about sustainability and climate change. It is our hope that by educating while during the campaign, it can elevate local discourse during debates and help form potential future actions they may take as councilors.

**Sponsors:** Simcoe County Greenbelt Coalition, Friends of the Greenbelt Foundation, Community Leaders for a Sustainable Simcoe

**Information Table?** Yes, there will be a community table to display pamphlets, publications etc.

**Speakers:** Dianne Saxe, Environmental Commissioner of Ontario

Marcy Burchfield, ED Neptis Foundation

Tracy Roxborough and/or Victoria Ervick, Sustainable Severn Sound

### **Draft Agenda**

9:00 Doors Open, light refreshments

9:30 Opening: SCGC (who we are, CLASS)

9:45 Headline Speaker- Dianne Saxe - Climate Change and Municipal Responsibility (45 with Q&A)

10:20 Marcy Burchfield (Neptis) - Growth and the Infrastructure Dilemma (30 min)

10:55 Sustainability at the Municipal Level - What Does it Mean? (30 min)

11:30 General Q&A - Closing

## 6.0 Membership Updates

Discussion: No formal membership updates, opted for a group photo.

## 7.0 2018 Meeting Schedule

Date	Time	Location	Purpose
Thursday, September 6, 2018	10am-12pm	SSS Office, 105 Fourth Street, Midland	<ul style="list-style-type: none"> <li>Implementation plan review</li> </ul>
Thursday, October 11, 2018	10am-12pm	SSS Office, 105 Fourth Street, Midland	<ul style="list-style-type: none"> <li>Other Business</li> </ul>
Thursday, November 8, 2018	10am-12pm	SSS Office, 105 Fourth Street, Midland	<ul style="list-style-type: none"> <li>Other Business</li> </ul>
Thursday, December 6, 2018	10am-12pm	SSS Office, 105 Fourth Street, Midland	<ul style="list-style-type: none"> <li>Other Business</li> </ul>

Motion to adjourn meeting. Moved by J. Main, seconded by A. Dubeau. Carried.

**8.0 Adjournment:** Time: 12:15pm  
**Next Meeting** When: **Thursday, September 6, 2018**  
Time: 10am-12pm  
Where: 105 Fourth Street, Midland