

**Sustainable Severn Sound (SSS) and the Sustainability Committee (SC)
Terms of Reference, 2019**

Background

In 2008, local regional municipalities and their communities’ first demonstrated sustainability leadership by adopting the regional Sustainability Plan. This action led to the creation of Sustainable Severn Sound (SSS) and the Sustainability Committee (SC) in 2011 to lead the implementation of that Plan. In 2015, SSS and the SC reviewed the Sustainability Plan to develop the Sustainability Action Plan, 2016-2018. In 2016, the development climate change planning was identified within SSS’s inaugural Municipal Sustainability Report Card as a priority action item for implementation by local municipalities. In 2017, SSS and the SC initiated the development of the local climate change action plan for the (7) member municipalities and communities, and released the Local Climate Change Action Plan: Regional Greenhouse Gas Summary document in mid-2018. SSS is presently developing (7) municipal-level climate change action plans for each respective municipality that supports the regional LCCAP while also recognizing their unique opportunities for greenhouse gas reductions.

Community

Beyond working with our (7) member municipalities, being the Towns of Midland and Penetanguishene, and the Townships of Georgian Bay, Oro-Medonte, Severn, Tay and Tiny, SSS also collaborates with the general public with the express approval of the majority of the SC, including those which work, live and/or play in the South-eastern Georgian Bay area and located within SSS’s area of service. This area has a population of 84,658 (Statistics Canada, 2016) permanent residents, with this number expanding by approximately 30,000 to 114,658 with inclusion of seasonal residents.



**Sustainable Severn Sound (SSS) and the Sustainability Committee (SC)
Terms of Reference, 2019**

Role of SSS and the SC

The SC serves as an advisory committee to SSS by supporting the SSS objectives to:

1. Educate municipalities and their communities on sustainable practices and policies and connect them to resources, tools and funding.
2. Advance the adoption of practices/policies within municipal operations to support climate change action, greenhouse gas mitigation and sustainable communities.
3. Advocate for sustainable environmental, social and economic practices and policies at the direction of the partner municipalities.

Responsibilities of SSS and the SC

1. Promote, communicate and educate municipalities and the community about SSS’s role and the progress of the Local Climate Change Action Plan (LCCAP), further defining SSS and the SC as the area’s climate change and sustainability head-quarters
2. Manage membership requirements for SSS partner municipalities which have joined the Federation of Canadian Municipalities Partners for Climate Protection (PCP) program
3. Collaborate with municipalities and the community to create and implement projects that deliver on the LCCAP recommendation
4. Provide research and information as requested by member municipalities (i.e., best practices, funding /grant information, GHG data analysis)
5. Seek funding opportunities, prepare applications and administer grants to fund municipal and community-based climate action projects.

SSS staff are accountable to the SC, and supervised by the SC Chair and the General Manager of NSCFDC. Core responsibilities are outlined in the annual work plan and contract per employee. Refer to Appendix I for a list of the municipal representatives and community organizations that participate as



**Sustainable Severn Sound (SSS) and the Sustainability Committee (SC)
Terms of Reference, 2019**

project partners and as members of the SC. Refer to Appendix II for a list of Council and staff representatives per each municipality that are members of the PCP program.

Budget

The SSS budget will be a component of North Simcoe Community Futures Development Corporation’s annual operating budget, maintained and communicated monthly to the SC by SSS staff.

Accountability and Reporting

All approved SC meeting minutes shall be posted on the SSS website and provided to each SC member. SSS staff shall ensure the approved minutes and reports are sent to each member municipality Council, as directed by the SC. SSS staff shall present to Mayors and Councils at a minimum of once per year. Additional reporting may be required as deemed necessary per SSS and the SC.

Meetings

Frequency

SC meetings shall be held monthly on the first or second Thursday of each month. Additional meetings may be scheduled as necessary at the call of the Chair.

Agenda

SSS staff shall set the agenda through input from the SC. This will be sent to members a minimum of (3) business days prior to the meeting.

Committee governance, quorum and decision-making

A Chairperson will be elected by the membership every 4 years in respect of the change of municipal Council and the resulting change in SC appointment by each respective municipality. Nominations can be put forth by any member of the SC, although the Chair must be a municipal representative, due to the funding structure of SSS.



**Sustainable Severn Sound (SSS) and the Sustainability Committee (SC)
Terms of Reference, 2019**

A quorum will consist of 50% of members (6 of 11) to put forth or act on any recommendation. Tasks will be assigned by consensus. Formal motions will be utilized as deemed necessary by the Chair. If at any time more than one representative per municipality or organization is in attendance at a scheduled SC meeting, and a vote is called by the Chair, only one vote per each municipality or organization shall be recorded. When less than 6 members are present at a meeting, items listed on the agenda may still be reviewed and discussed; however, any SC action as to those items will be postponed until a quorum is present.

Conduct of Meeting

As above, all eligible committee members shall hold one vote; resolutions or decisions must be moved, seconded, and voted on by the SC in accordance with Robert’s Rules. SC members should treat each other with respect, listen to each other, work cooperatively and allow all members to voice their opinions.

Minutes

SSS staff shall minute the proceedings, actions and resolutions of all SC meetings and any required Working Group meetings, including the names of those in attendance. Minutes are to be posted on the SSS website and distributed to the SC members and each respective municipality when approved.

Working Groups and Ad Hoc Sub-Committees

SSS and the SC may establish Working Groups to advance their work. They shall subsequently report on the activities of their respective group to the SC as a whole. Other members or agencies may be invited at the discretion of the Chair to attend or participate in the SC meetings. Details and contributions pertaining to new formal membership is determined on an individual basis, and approved by the SC as a whole.



**Sustainable Severn Sound (SSS) and the Sustainability Committee (SC)
Terms of Reference, 2019**

Public Requests or Inquiries

The SC meetings are open to members of the public for listening purposes only. Requests to present or speak to the SC are to be submitted in writing to SSS at info@sustainablesevernssound.ca. These written requests are to include the individual or group name, contact information and the topic and reason for request. Requests will be brought forth to the SC for consideration. If the request is approved by the SC, SSS and the SC are bound to no action in response to the approval of any request to present or speak.

Committee Approval Date: February 7, 2019



**Sustainable Severn Sound (SSS) and the Sustainability Committee (SC)
Terms of Reference, 2019**

Appendix I: Sustainability Committee (SC) Membership List, 2019

Amended Feb-2019

SSS financial contributors and municipal project partners

Town of Midland:	Councillor Carole McGinn
Town of Penetanguishene:	Deputy Mayor Anita Dubeau; Andrea Betty, Director of Planning and Community Development
Township of Georgian Bay:	<i>Appointment currently vacant due to staff change</i>
Township of Oro-Medonte:	Councillor Ian Veitch
Township of Severn:	Councillor Ron Stevens
Township of Tay:	Councillor Jeff Bumstead
Township of Tiny:	Doug Luker, Chief Administrative Officer, Chair of the SC

SSS in-kind project partners

Simcoe Muskoka District Health Unit	Brenda Armstrong, Program Manager, Healthy Environments Program, Environmental Health Department; Morgan Levison, Climate Change Lead, Healthy Environments Program, Environmental Health Department (alternate)
North Simcoe Community Futures Development Corporation	Chris McLaughlin, General Manager/President
Severn Sound Environmental Association	Julie Cayley, Executive Director; Michelle Hudolin, Wetlands and Habitat Biologist (alternate)
County of Simcoe	Deputy Mayor Steffen Walma; Tyler Hunt, Sustainable Operations Supervisor; Alicia Hall, Sustainable Operations Analyst (alternate)



**Sustainable Severn Sound (SSS) and the Sustainability Committee (SC)
Terms of Reference, 2019**

Appendix II: Partners for Climate Protection (PCP)* members, 2019

Amended Feb-2019

Council and Staff Representatives per Member Municipality

Town of Midland:	Councillor Carole McGinn; Andy Campbell, Director Engineering, Water and Wastewater
Town of Penetanguishene:	Deputy Mayor Anita Dubeau; Andrea Betty, Director of Planning and Community Development
Township of Georgian Bay:	Councillor Paul Wiancko; <i>staff representative position currently vacant</i>
Township of Oro-Medonte:	<i>Non-PCP members as of 7-Feb-2019</i>
Township of Severn:	Councillor Ron Stevens; Andrew Plunkett, Director of Corporate Services/Treasurer
Township of Tay:	Councillor Jeff Bumstead; Robert Lamb, Chief Administrative Officer
Township of Tiny:	Deputy Mayor Steffen Walma; Doug Luker, Chief Administrative Officer
County of Simcoe:	<i>Council representative position currently vacant</i> ; Tyler Hunt, Sustainable Operations Supervisor

*The Partners for Climate Protection (PCP) program is a network of Canadian municipal governments that have committed to reducing greenhouse gases (GHG) and to acting on climate change. Since the program's inception in 1994, over 350 municipalities have joined PCP, making a public commitment to reduce GHG emissions. PCP membership covers all provinces and territories and accounts for more than 65 per cent of the Canadian population. The PCP program is managed and delivered by FCM and ICLEI Canada. FCM and ICLEI Canada form the PCP Secretariat, which provides administrative and technical support, develops tools and resources, and delivers capacity building activities to support members in reducing local GHG emissions. The program empowers municipalities to take action against climate change through a five-milestone process that guides members in creating GHG inventories, setting GHG reduction targets, developing local action plans, implementing actions to reduce emissions, and monitoring and reporting on results. SSS acts as the Associate Member on behalf of the PCP member municipalities, and is responsible for assisting the member municipalities with membership requirements and program advancement.

