

Sustainability Committee Meeting

Date: Thursday, January 10, 2019
Time: 10am-12pm
Location: SSS Office, 105 Fourth Street, Midland, ON

1.0 Approval of agenda

2.0 Approval of minutes from the 6-Dec-2018 SC meeting (pages 6-9)



draft-minutes-sustainable-severn-sound-committee-

3.0 SSS work plan items

3.1 Reports to Councils, committees and/or municipal staff

Information submitted to Councils, Dec-2018

- Approved Sustainability Committee meeting minutes 8-Nov-2018, available at:
<https://www.sustainablesevernound.ca/agendas.php>
- Next report from SSS to Councils to be sent mid-Jan-2019 to mid-Mar-2019, corresponding with delegations
 - Delegations to be completed with the objectives to:
 - A. support SSS's budget request for 2019
 - B. acquire approval of municipal-level GHG reduction targets and municipal-level action plan (see Item 3.2)

3.2 Update on the development of the municipal-level climate change action plans

1. **Midland:** Deadline for draft by SSS is 25-Jan-2019, presentation to Technical Review Committee proposed for 19-Feb-2019
2. **Penetanguishene:** [Draft](#) sent to department heads/Technical Review committee members for comment on 20-Dec-2018, presentation to TRC by SSS on 10-Jan-2019, delegation to Council 23-Jan-2019, draft available at:
<https://drive.google.com/file/d/1RTq19XYpSO0IAJnVmFW1CefGa731rW4M/view?usp=sharing>
3. **Georgian Bay:** [Draft](#) shared 17-Dec-2018 with N. Popovich for comment, to be reviewed during meeting with SSS staff and N. Popovich on 11-Jan-2019 (tentative, to be confirmed) prior to sending to Township staff, budget delegation to Council 15-Jan-2019, presentation to Planning Council proposed for 7-Mar-2019, draft

available at: <https://drive.google.com/file/d/1Sbxb14eYBLfD4NyTrr2EbjMY5-60wXZa/view?usp=sharing>

4. **Severn: Draft** available, to be discussed with R. Stevens prior to sending to Township staff in mid-Jan, Mar-2019 presentation to be scheduled with R. Steven's approval, draft available at: https://drive.google.com/file/d/1F-ulsD0QVuCDYN0s_ecK_W7fWa5zvyq5/view?usp=sharing
5. **Oro-Medonte: Presentation** to Council scheduled for 9-Jan-2019, requesting (a) 2019 budget contribution, (b) PCP membership commitment and (c) provision of outstanding energy data to SSS in order to complete the Township's 2015 GHG baseline profile, presentation available at: <https://drive.google.com/file/d/1W7ioem1oDHLlcEdL4oJeNmHMo2nTuHYG/view?usp=sharing>
6. **Tiny: Draft** available, meeting with Administrative and Public Works managers on 17- Jan-2019 to review draft, delegation to Council scheduled for 30-Jan-2019, draft available at: <https://drive.google.com/file/d/1stAGeiZuU-CQSAWeiBFsmioLL5atqMt/view?usp=sharing>
7. **Tay: Draft available**, sent to department heads for comment on 3-Jan-2019, delegation to Council proposed for either 13-Feb-2019 or 13-Mar-2019, draft available at: <https://drive.google.com/file/d/11ZGc2PlaLVq7BiHQRHGU6DWiCsaZf2RY/view?usp=sharing>

3.3 Update on municipal PCP membership status

2019 National Measures Report survey

- Deadline 15-Feb-2019 to have your municipality's achievements related to climate change included in FCM's report, SSS is here to assist you in:
 - Identifying actions your municipality is taking to reduce GHGs (such as buildings, energy systems, transportation, etc.)
 - Outlining any policies, bylaws, programs or projects used to move this action forward
 - Identifying the scale and stage of implementation
 - Confirming (if any) your targets and expected outcomes

****Each Sustainability Committee member is responsible for recommending 1-2 actions or projects to SSS from their municipality that they would like recognized***

4.0 2019 SSS work plan, summary presentation (pages 10-12)



Jan 10_SC 2019
Workplan.pdf

5.0 SSS Budget

5.1 31-Dec-2018 financial statement (pages 13-14)



sss-profit-and-loss-
31-dec-2018-sc-copy

6.0 Other business and roundtable information-sharing

6.1 SSS and SC Terms of Reference, updated membership list (pages 15-20)



SC-SSS-Terms of Reference-2018-Amended

6.2 Submission by SSS and the SC re: *Preserving and Protecting our Environment for Future Generations: A Made-in-Ontario Environment Plan* (pages -)

- ERO number, 013-4208: <https://ero.ontario.ca/notice/013-4208#>, comment period 29-Nov-2018 – 28-Jan-2019
- Draft by SSS to be provided for SC review at the meeting, comments requested back to SSS by 23-Jan-2019

6.3 Georgian Bay Biosphere's Climate Change Planning Meeting, 21-Jan-2019

COMMUNITY CLIMATE CHANGE PLANNING

JANUARY 21ST 2019
10AM-12PM

WHO?	WHAT?	WHERE?
Planners, Public Works, economic development staff, Council Members	Guest presenter & roundtable. Lunch included.	Wahta Mohawks 2664 Muskoka Rd #38 Bala
<p>Guest speaker: Victoria Ervick, M.E.S. Climate Change Coordinator Sustainable Severn Sound</p>		
<p>RSVP: Abbey Dudas - communications@gbbr.ca</p>		

6.4 Clean Air Partnership Corporate Energy Managers Workshop summary (pages 21-22)



MEMO-CAP Energy
Managers Workshop

7.0 2019 SSS and SC Meeting Schedule (page 5)

Adjournment:	Time:	
Next Meeting	When:	Thursday, February 7, 2019
	Time:	10am-12pm
	Where:	SSS Office, 105 Fourth Street, Midland

Item 7.0 SSS and SC Meeting Schedule, 2019¹

Date	Time	Purpose
Thursday, January 10, 2019	10am-12pm	<ul style="list-style-type: none"> Presentation of 2019 work plan items by V. Ervick
Thursday, February 7, 2019	10am-12pm	<ul style="list-style-type: none"> Status of Council endorsement of municipal-level climate change action plans Best practice report review & submission to Councils/staff, re: climate change, GHGs, PCP program commitment & strategic plans
Thursday, March 7, 2019	10am-12pm	<ul style="list-style-type: none"> Status of Council endorsement of municipal-level climate change action plans Best practice report review & submission to Councils/staff, re: GHGs and asset management regulation requirements (climate policy) Review of revised OTF Grow Grant for May submission (<i>Re: LCCAP Implementation Plan, Strategy 1, Rec.1</i>)
Thursday, April 11, 2019	10am-12pm	<ul style="list-style-type: none"> Best practice report review & submission to Councils/staff, re: climate change, GHGs & CDM plans
Thursday, May 9, 2019	10am-12pm	<ul style="list-style-type: none"> Best practice report review & submission to Councils/staff, re: climate change, GHGs & emergency management plans Final review of OTF Grow Grant for submission
Thursday, June 6, 2019	10am-12pm	<ul style="list-style-type: none"> Status of Partners for Climate Protection (PCP) program milestone progress Status update of annual GHG data collection & analysis
Thursday, July 11, 2019	10am-12pm	<ul style="list-style-type: none"> Status update of annual GHG data collection & analysis Review of newsletter #1 (bi-annual progress report #1)
Thursday, August 8, 2019	10am-12pm	<ul style="list-style-type: none"> Status update of annual GHG data collection & analysis Release of newsletter #1 (bi-annual progress report #1)
Thursday, September 5, 2019	10am-12pm	<ul style="list-style-type: none"> Status update of annual GHG data collection & analysis Review of 2020 budget request letters to municipalities
Thursday, October 10, 2019	10am-12pm	<ul style="list-style-type: none"> Completion of annual Partners for Climate Protection program reporting Review of 2020 work plan items
Thursday, November 7, 2019	10am-12pm	<ul style="list-style-type: none"> Review of newsletter #2 (bi-annual progress report #2) Discussion of reporting requirements for FCM Annual PCP Members Survey Presentation of 2020 work plan items
Thursday, December 5, 2019	10am-12pm	<ul style="list-style-type: none"> Release of newsletter #2 (bi-annual progress report #2)

¹ All meetings take place at the SSS office, located at 105 Fourth Street, Midland unless otherwise stated.



Sustainability Committee Meeting Minutes

Date: Thursday, December 6, 2018
Time: 10am-12pm
Location: SSS Office, 105 Fourth Street, Midland, ON

In Attendance

Alicia Hall, Sustainable Operations Analyst, County of Simcoe
 Doug Luker, CAO, Township of Tiny
 Chris McLaughlin, General Manager, NSCFDC
 Councillor Jonathan Main, Town of Midland
 Councillor Ron Stevens, Township of Severn
 Michelle Hudolin, Wetlands and Habitat Biologist, Severn Sound Environmental Association
 Morgan Levison, Climate Change Lead, Healthy Environments Program, Simcoe Muskoka District Health Unit
 Tracy Roxborough, Sustainability Coordinator, Sustainable Severn Sound
 Tyler Hunt, Sustainable Operations Supervisor, County of Simcoe
 Victoria Ervick, Climate Change Action Plan Coordinator, Sustainable Severn Sound

Regrets

Andrea Betty, Director of Planning and Community Development, Town of Penetanguishene
 Aisha Chiandret, Water Scientist, Severn Sound Environmental Association
 Brenda Armstrong, Program Manager, Healthy Environments Program, Simcoe Muskoka District Health Unit
 Deputy Mayor Anita Dubeau, Town of Penetanguishene
 Deputy Mayor Steffen Walma, Township of Tiny and County of Simcoe representative
 Councillor Cate Root, Township of Tay
 Councillor Jack Contin, Town of Midland
 Jennifer Schnier, Communications and Economic Development Officer, Township of Georgian Bay
 Julie Cayley, Executive Director, Severn Sound Environmental Association
 Nick Popovich, Director of Development Services, Township of Georgian Bay

1.0 Approval of agenda

SC Chair D. Luker requested any additions and/or changes to agenda. With no further additions and/or changes to the agenda, D. Luker requested a motion to approve the agenda. Moved by, R. Stevens, seconded by J. Main. Carried.

2.0 Approval of minutes from the 8-Nov-2018 SC meeting

No comments and/or corrections were received. Motion to approve the 8-Nov-2018 minutes. Moved by M. Hudolin, seconded by M. Levison. Carried.

SSS and SC Minutes, 6-Dec-2018



SustainabilityComm
ittee-4-Oct-2018_Dr

3.0 SSS work plan items

3.1 Reports to Councils

The following information was sent to Councils on 16-Nov-2018:

- Memorandum SSS-2018-04: Update on the Repeal of the Green Energy Act (GEA) and the impact on your municipality (Midland included as example)

Action item: Next report from SSS to Council's to be sent mid Jan-2019, requesting approval of municipal-level GHG reduction targets and municipal-level climate action plan (see Item 3.2).



Memorandum-SSS-
2018-04-GEA-Repeal

- Submission by SSS and the SC to the Ministry of Environment, Conservation and Parks (page 16-20), re: Provincial climate change plan consultation ('made-in-Ontario climate plan').

Action item: SSS to provide comment on the plan before the Jan-2019 deadline. Draft to be provided to the SC at the 10-Jan-2019 meeting.



Comments-Sustaina
bleSevernSound-Or

- Approved SC meeting minutes available at: <https://www.sustainablesevernsound.ca/agendas.php>
 - o 12-Jul-2018
 - o 6-Sept-2018
 - o 9-Aug-2018
 - o 4-Oct-2018

Action item: Decision made to send SC meeting minutes to clerks monthly versus quarterly.

3.2 Update on the development of the municipal-level climate change action plan

- Includes specific municipal recommendations, targets, GHG inventory – complimentary to the regional LCCAP. Draft municipal-level action plans provided to SC members in attendance.
Action item: SSS to investigate the development of a letter addressed to municipal Councils and CAOs from SSS/SC which aligns with the Feb-2019 report to Council, with the recommendation to integrate their PCP program commitments and their respective climate change action plan goals and targets into their strategic plans.

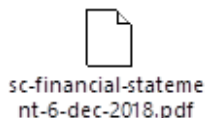
3.3 Update on municipal PCP membership status

- Joint SSS and Oro-Medonte report to be sent to Council on 9-Jan-2018 overviewing (a) value of SSS participation, (b) recommendation to join the PCP program (c) request for provision of out-standing data to SSS to complete the Township's baseline GHG inventory and (d) to present 2019/2020 budget request.
- [2019 National Measures Report survey](#)
Action item: SC members to identify 1-2 actions or projects in their municipality for submission by SSS. SSS will then complete the survey on behalf of each municipality prior to the 15-Feb-2019 deadline. SSS to consider submission summarizing the collective work by SSS as supported by multiple municipalities - and the GHG reductions to be achieved if each municipality meets their targets.

4.0 SSS Budget

4.1 30-Nov-2018 Financial Statement

- Motion to receive 30-Nov-2018 Financial Statement for information, moved by C. McLaughlin, seconded by J. Main. Carried. SSS was not successful in receiving the FCM Climate Change staff grant.
Action item: Decision made for SSS to send FCM a letter requesting additional clarification as to why application was declined. Letter to be reviewed by D. Luker and C. McLaughlin prior to submission.



5.0 Other business and roundtable information-sharing

- SSEA – Finalized Strategic Plan (distributed)
- Midland – Inaugural meeting has taken place, Council appointments upcoming. Save the Date for the Butternut Festival on June 8 2019!
- Severn – Inaugural meeting has taken place, \$3million Recreation Facility in the works
- SMDHU – Into Phase 2 of Climate Change Action Plan, focusing on community engagement – waiting to hear back from Health Canada re: funding to do adaptation planning around climate change and health (3 year); allowing for more staff resources supporting adaptation planning and outreach to municipalities around adaptation.

- County of Simcoe: Budget may not get approved till Jan/Feb 2019; requirement to update Corporate Energy Plan as required by Province heading in the direction of the PCP program
- SSS: SSS/SSEA merger was spoken to at Tay Council orientation utilizing the communication plan –questioned the time frame of this merger and appointments to Ad-Hoc; to bring to SSS-SSEA Ad-Hoc committee meeting.
- NSCFDC- Put in joint application to WES from Federal Government to support entrepreneurial women throughout the County of Simcoe.
- Tiny: Inaugural meeting and Council orientation is complete, budget meeting taking place on December 12th. One of the cottage associations received grant from OTF for eradication of an aquatic invasive species

6.0 SSS and SC Meeting Schedule, 2018-2019

Adjournment:	Time:	11:15am
Next Meeting	When:	Thursday, January 10, 2018
	Time:	10am-12pm
	Where:	SSS Office, 105 Fourth Street, Midland



Our objectives

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

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



What services does SSS provide?

1. Provides reports & research for our municipalities (i.e. best practices, policy development & funding opportunities)
2. Acts as the lead representative for our municipal partners enrolled in FCM's PCP program
3. Supports & recommends projects to reduce (mitigate) municipal & community GHG emissions



2019 work plan	J	F	M	A	M	J	J	A	S	O	N	D
Update SC membership list & PCP Council & staff appointments, provide orientation as required												
Complete each municipalities' climate change action plans & acquire Council endorsement of their respective GHG targets & plan												
Integrate PCP program commitments & climate change action plan targets & actions into municipal staff reports												
Review 2019 municipal budgets to identify initiatives that align with each municipalities PCP program commitment & climate change action plan, & submit a memo to each municipality for their consideration (2-3 initiatives)												
Best practice report submission, PCP program & climate change commitments in Council Strategic Plans												
Best practice report submission, revised Asset Management regulation & new climate change policy requirements												
Submission of final report per the FCM Municipalities for Climate Innovation funding agreement												
Best practice report submission, Conservation Demand Management Plan & alignment with the PCP program & their climate change action plan												
Best practice report submission, Emergency Management and their climate change action plan												
Review, revise & submit OTF Crow Grant												
Submission of PCP program milestone progress (2 & 3) reports to FCM												
Re-inventory of municipal & community GHG data (collection & analysis), acquiring data agreements with energy service providers for annual provision of data												
Release newsletter #1 : Bi-annual progress report #1 (i.e., GHG reduction initiatives & results, PCP program progress, secured funding, policy adoption, "success stories", next steps, etc.)												
Draft & send 2020 budget request letters to municipalities, including the consideration for a multi-year (2020-2023) request												
Submission of annual PCP program reports to FCM												
Review of 2020 work plan items, present to SC												
Release newsletter #2: Bi-annual progress report #2 (i.e., GHG reduction initiatives & results, PCP program progress, secured funding, policy adoption, "success stories", next steps, etc.)												
Review reporting requirements for FCM Annual PCP Members Survey & submit 1-2												

Sustainability Committee responsibilities

1. Support reports sent by SSS to Council through direct reference/discussion during Council meetings, esp. recommendations.
2. Act as the champion of SSS!
3. If possible, involve SSS in relevant meetings (TRC, Energy Managers, etc.).
4. Ensure SSS is kept up-to-date on the progress of the municipal budget, allowing staff to review & provide comment after approval.



Ask yourself,

“How does [this] connect to climate change & our municipalities’ commitment to the PCP program?”



01/03/19

Accrual Basis

Sustainable Severn Sound
Profit & Loss Budget vs. Actual SSS
As of December 31, 2018

	Jan - Dec 18	Budget	\$ Over Budget	% of Budget
Income				
4100 · Municipal Contributions	64,200.00 #1	64,200.00	0.00	100.0%
4104 · County of Simcoe Grant	9,247.75 #2			
4200 · Interest Income	493.20			
Total Income	73,940.95	64,200.00	9,740.95	115.2%
Gross Profit	73,940.95 #3	64,200.00	9,740.95	115.2%
Expense				
5000 · Payroll Expense				
5010 · CPP Expense	1,904.54	2,858.48	-953.94	66.6%
5020 · EI Expense	937.44	930.00	7.44	100.8%
5030 · Health Benefits Expense	2,424.86	2,411.40	13.46	100.6%
Total 5000 · Payroll Expense	5,266.84	6,199.88	-933.04	85.0%
5100 · Payroll				
5160 · Wage Expense	40,380.23	61,758.06	-21,377.83	65.4%
Total 5100 · Payroll	40,380.23	61,758.06	-21,377.83	65.4%
5200 · Occupancy & Equipment				
5270 · Cellular Phone Expense	431.04	480.00	-48.96	89.8%
5280 · Rent Expense	2,400.00	2,400.00	0.00	100.0%
Total 5200 · Occupancy & Equipment	2,831.04	2,880.00	-48.96	98.3%
5300 · Meetings & Events Expense				
5301 · OTF Venue Costs	402.95			
5310 · Meeting Expenses	138.25	75.00	63.25	184.3%
Total 5300 · Meetings & Events Expense	541.20	75.00	466.20	721.6%
5400 · Audit	250.00	250.00	0.00	100.0%
5500 · Other Expenses				
5501 · Conferences & Prof. Development	0.00	1,500.00	-1,500.00	0.0%
5555 · Professional Printing Services	280.64			
Total 5500 · Other Expenses	280.64	1,500.00	-1,219.36	18.7%
5600 · Administration				
5620 · Computer & Software Purchase	1,534.74	500.00	1,034.74	306.9%
5650 · Materials, Supplies & Postage	97.87	200.00	-102.13	48.9%
5660 · Website Maintenance/ Updates	82.60	500.00	-417.40	16.5%
5690 · Translation	0.00	200.00	-200.00	0.0%
5695 · Travel	-157.54	750.00	-907.54	-21.0%
Total 5600 · Administration	1,557.67	2,150.00	-592.33	72.4%
Total Expense	51,107.62	74,812.94	-23,705.32	68.3%
Net Income	22,833.33 #3	-10,612.94	33,446.27	-215.1%

Minus the County Contribution (#3)	
Total income	\$64,693.20
Expenses	\$51,107.62
Balance as of 31-Dec-2018	\$13,585.58

- #1. NSCFDC & SSS practices accrual accounting rather than cash basis accounting, therefore the invoice generated for the 2018 municipal contributions automatically recognize the anticipated revenue as income. Total income (municipal contributions) for 2018 was \$64,200, which was \$5,800 less than requested, due to the partial payment of \$4,200 by the Township of Oro-Medonte.
- #2. SSS received \$9,247.75 from the County of Simcoe through the Arts, Culture and Natural and Built Heritage Grant program. This funding is only applicable for project costs, and is non-eligible for overhead, administrative, or operating costs. SSS staff has contacted the County to determine if the funding can be used by SSS in the redesign of the SSS website, as the funding was to develop a video series that is no longer relevant to the SSS work plan. This funding has to be used by 31-Mar-2019, or will have to be returned to the County.
- #3. Considering #2 (not including the County contribution for total income of \$64,693.20), SSS remains in a positive financial position as of 31-Dec-2018 at \$13,585.58. Including the County grant funding, SSS remains in a positive financial position of \$22,833.33.

01/03/19
Accrual Basis

Sustainable Severn Sound Profit & Loss Budget vs. Actual FCM As of December 31, 2018

	Jan - Dec 18	Budget	\$ Over Budget	% of Budget
Income				
4106 · FCM	51,800.00#1	68,400.00#2	-16,600.00	75.7%
Total Income	51,800.00	68,400.00	-16,600.00	75.7%
Gross Profit	51,800.00	68,400.00	-16,600.00	75.7%
Expense				
5000 · Payroll Expense				
5010 · CPP Expense	2,081.54	2,254.50	-172.96	92.3%
5020 · EI Expense	959.46	1,124.34	-164.88	85.3%
Total 5000 · Payroll Expense	3,041.00	3,378.84	-337.84	90.0%
5100 · Payroll				
5160 · Wage Expense	50,766.87	50,939.12	-172.25	99.7%
Total 5100 · Payroll	50,766.87	50,939.12	-172.25	99.7%
5300 · Meetings & Events Expense				
5301 · OTF Venue Costs	75.00			
5310 · Meeting Expenses	0.00	2,500.00	-2,500.00	0.0%
Total 5300 · Meetings & Events Expense	75.00	2,500.00	-2,425.00	3.0%
5500 · Other Expenses				
5550 · Public Relations & Marketing	2,661.56	3,500.00	-838.44	76.0%
5551 · Digital Services	1,815.03	5,500.00	-3,684.97	33.0%
Total 5500 · Other Expenses	4,476.59	9,000.00	-4,523.41	49.7%
5600 · Administration				
5620 · Computer & Software Purchase	562.55	3,500.00	-2,937.45	16.1%
5695 · Travel	919.34	800.00	119.34	114.9%
Total 5600 · Administration	1,481.89	4,300.00	-2,818.11	34.5%
Total Expense	59,841.35	70,117.96	-10,276.61	85.3%
Net Income	-8,041.35	-1,717.96	-6,323.39	468.1%

#1. FCM /MCIP funding is split into (3) separate payments.

1. 03-Sep-2018: \$51,800
2. 03-Dec-2018: \$16,600
3. 15-Apr-2019: \$21,300

These payments are dependent on the submission of Progress Reports by SSS.

#2. The 2nd payment of \$16,600 expected 3-Dec-2018 has not yet been received, and is expected in Jan-2019. \$68,400 is the total of FCM/MCIP payments 1 and 2.

#3. Considering the payment of \$16,600 to be received, the -8,041.35 will be absorbed by that payment, which would result in SSS being in a positive financial position of \$8,558.65 as of 31-Dec-2018.

Note: Invoices for your municipality will be generated on 15-Jan-2019 and sent to your respective Treasury/Finance departments.



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

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 a Sustainability Action Plan. In 2016, the development of a local climate change action plan 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 their (7) member municipalities and communities, and released the Local Climate Change Action Plan: Regional Greenhouse Gas Summary document in mid-2018

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 to over 150,000 with the inclusion of seasonal residents.

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.



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

Responsibilities of SSS and the SC

Responsibilities of SSS and the SC include:

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 recommendations,
4. Provide research and information as requested by member municipalities (i.e., best practices, funding /grant information, GHG data analysis), and;
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 contract per employee. Refer to Appendix I for a list of the municipal representatives and community organizations that participate as project partners and 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.



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

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.

Quorum and Decision-Making

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.



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

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.

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@sustainablesevernsound.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.

Approval Date: _____



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

Appendix I: Sustainability Committee (SC) Membership List, 2018

Amended December, 2018

SSS Financial Contributors and Municipal Project Partners

Town of Midland:	Councillor Carole McGinn-Nichols, Councillor Jonathan Main
Town of Penetanguishene:	Deputy Mayor Anita Dubeau; Andrea Betty, Director of Planning and Community Development
Township of Georgian Bay:	Nicholas Popovich, Director of Development Services
Township of Oro-Medonte:	<i>To be appointed</i>
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 Unit	Brenda Armstrong, Program Manager, Healthy Environments Program, Health 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
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

Appendix II: Partners for Climate Protection (PCP)* Members

Council and Staff Representatives per Member Municipality

Town of Midland:	Councillor Carole McGinn-Nichols; 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; Nicholas Popovich, Director of Development Services
Township of Oro-Medonte:	<i>Non-PCP members as of 31-Dec-2018</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 to be appointed in 2019</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.*





Memorandum

To: Sustainability Committee membership
From: V. Ervick, Climate Change Coordinator
Date: 10-Jan-2019
RE: Attendance at the Clean Air Partnership's Corporate Energy Manager Workshop on 13-Dec-2018

Background

SSS attended the Clean Air Partnership's Corporate Energy Managers Workshop held at Vaughan City Hall on 13-Dec-2018, to discuss the upcoming 2019 Conservation Demand Management update. This workshop brought together municipal staff from across the GTA and the County of Simcoe, to review the 2019 CDM update requirements and how staff would like to work together on plan development.

Some topics of discussion were as follows:

1. 2019-2024 target setting and the consideration of aligning municipal 2019 CDM plans with IPCC and/or Federal/Provincial targets, or what factors are being considered in developing a specific target for your municipality.
2. Importance of 2019 plan alignment with other corporate plans such as community climate change plans, energy plans, and/or corporate assets management plans.
3. Monitoring and reporting structure of 2019 plans.

Attending this workshop provided insight on how SSS can further support our municipal partners throughout the 2019 CDM update process. Being connected to a larger network, and listening to municipal staff discuss best practices and challenges, will allow SSS to better inform and provide recommendations to our municipalities in terms of target setting, integrating climate change considerations, and aligning CDM plans with other corporate plans.

A sample Table of Contents was provided at the workshop (see below) as an example of what sections could be included in a 2019 CDM plan. SSS will provide additional information re: 2019 plan development to municipal staff, as it becomes available from the Clean Air Partnership.

Table of Contents

1. Goal | Value | Purpose of plan

2. Framework policy

- This guides the development of the plan.

3. Standard

- What standard is being used?

4. How the CDM plan aligns/integrates with other corporate plans

- Example: Community Climate Change Action Plan, Assets Management Plan, Corporate Energy Plan, Official Plan, Active Transportation Plan, etc.

5. Energy team

- Who is involved in the development of the plan, monitoring, reporting, etc.?

6. Capital / operation discussion

7. Risk

8. Projections

- Usage and/or price projections for electricity, natural gas, carbon price, etc.

9. Targets

- Discussion of the different types of targets, including IPCC, Federal, Provincial and municipal

10. Monitor and reporting

- How does your municipality plan to monitor and report?