

Sustainability Committee Agenda

Date February 7, 2019
Time 10:00am to 12:00pm
Location SSS Office, 105 Fourth Street, Midland ON

1.0 Approval of agenda

2.0 Approval of 10-Jan-2019 SC minutes (pages 5-10)



Draft

Minutes-Sustainabil

3.0 SSS work plan items

3.1 Reports to Councils, committees &/or municipal staff

The following information was submitted to Councils in Jan-2019:

- Approved 6-Dec-2018 SC minutes, available on our [website](#).
- Next report to Councils to be sent mid-Feb-2019 to April-2019, corresponding with delegations to:
 - a. support SSS's 2019 budget request, &
 - b. acquire approval of municipal-level GHG reduction targets & action plan (see Item 3.2).

3.2 Municipal-level climate change action plan update

1. Midland: Presentation to TRC proposed for 19-Mar-2019
2. Penetanguishene: Presentation to TRC held on 10-Jan-2019, staff table top exercise scheduled for 6-Feb-2019, w/ delegation to Council TBD.
3. Georgian Bay: On hold. SSS has been instructed to send all correspondence to Jessica Gunby (Clerk) in the interim until a replacement is hired.
4. Severn: To be discussed w/ R. Stevens prior to sending it to staff for comment in mid-Mar-2019, w/ delegation to Council TBD.
5. Oro-Medonte: Presented to Council on 9-Jan-2019, requesting (a) 2019 budget contribution, (b) PCP membership commitment & (c) provision of outstanding energy data in order to complete Township's 2015 corporate GHG inventory.

6. Tiny: Met with Administrative & Public Works managers of 17-Jan-2019 to review draft, presented to all department heads on 31-Jan-2019, delegation to Council TBD.
7. Tay: Department heads review session schedule for 21-Feb-2019, with expectation to take plan to Council on 13-Mar-2019 through a staff recommendation (per P. Dance, Director of Public Works) for endorsement. SSS will be present at Council to answer questions, with no deputation to Council by SSS at this time.

3.3 Municipal PCP membership updates

3.3.1 2019 National Measures Report Survey

- Verbal update to be provided at the meeting.

4.0 SSS 2019 work plan items

4.1 Draft letter to CAOs & Council re: Strategic Plan update (pages 11-15)



DRAFT - Letter to
CAOs requesting cli

5.0 SSS budget

5.1 31-Jan-2019 financial statement

- To be provided at the meeting.

5.2 County of Simcoe – Arts, Culture & Heritage grant update

- Verbal update to be provided at meeting.

5.3 2019 budget request

- 2019 budget request letters & invoices will be distributed to municipalities on 19-Feb-2019 by V. Ervick.

5.4 FCM Climate Change staff grant

- SSS's application has been accepted for review at the February Council & Executive Meeting, w/ an expected response by late-Feb for 2-year funding.

6.0 Other business & roundtable updates

6.1 SSS & SC Terms of Reference (pages 16-22)



SC-SSS-TermsOfReference-2018-Amende

6.2 Election of 2019-2022 SC Chair

6.3 Submission by SSS & the SC re: *Preserving and protecting our environment for future generations: A Made-in-Ontario Environment Plan* (pages 23-31)

- Comments were submitted by SSS & the SC on 28-Jan-2019.



Comments-SSS-SC-Ontario-environmer

6.4 Roundtables

7.0 2019 SSS & SC meeting schedule (page 4)

Adjournment

Next meeting	When	March 7, 2019
	Time	10:00am to 12:00pm
	Where	SSS office, 105 Fourth St. Midland

Date	Time	Purpose
Thursday, January 10, 2019	10am-12pm	• Presentation of 2019 work plan items by V. Ervick
Thursday, February 7, 2019	10am-12pm	• 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	• 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	• Best practice report review & submission to Councils/staff, re: climate change, GHGs & CDM plans
Thursday, May 9, 2019	10am-12pm	• 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	• Status of Partners for Climate Protection (PCP) program milestone progress • Status update of annual GHG data collection & analysis
Thursday, July 11, 2019	10am-12pm	• Status update of annual GHG data collection & analysis • Review of newsletter #1 (bi-annual progress report #1)
Thursday, August 8, 2019	10am-12pm	• Status update of annual GHG data collection & analysis • Release of newsletter #1 (bi-annual progress report #1)
Thursday, September 5, 2019	10am-12pm	• Status update of annual GHG data collection & analysis • Review of 2020 budget request letters to municipalities
Thursday, October 10, 2019	10am-12pm	• Completion of annual Partners for Climate Protection program reporting • Review of 2020 work plan items
Thursday, November 7, 2019	10am-12pm	• 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	• 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, January 10, 2019
Time: 10am-12pm
Location: SSS Office, 105 Fourth Street, Midland, ON

In Attendance

Brenda Armstrong, Program Manager, Healthy Environments Program, Simcoe Muskoka District Health Unit
 Chris McLaughlin, General Manager, NSCFDC
 Councillor Ron Stevens, Township of Severn
 Councillor Jeff Bumstead, Township of Tay
 Deputy Mayor Anita Dubeau, Town of Penetanguishene
 Doug Luker, CAO, Township of Tiny
 Michelle Hudolin, Wetlands and Habitat Biologist, Severn Sound Environmental Association
 Nick Popovich, Director of Development Services, Township of Georgian Bay
 Tracy Roxborough, Sustainability Coordinator, Sustainable Severn Sound
 Victoria Ervick, Climate Change Action Plan Coordinator, Sustainable Severn Sound

Regrets

Alicia Hall, Sustainable Operations Analyst, County of Simcoe
 Andrea Betty, Director of Planning and Community Development, Town of Penetanguishene
 Aisha Chiandet, Water Scientist, Severn Sound Environmental Association
 Councillor Jonathan Main, Town of Midland
 Councillor Carole McGinns, Town of Midland
 Deputy Mayor Steffen Walma, Township of Tiny & County of Simcoe representative
 Jennifer Schnier, Communications and Economic Development Officer, Township of Georgian Bay
 Julie Cayley, Executive Director, Severn Sound Environmental Association
 Morgan Levison, Climate Change Lead, Healthy Environments Program, Simcoe Muskoka District Health Unit
 Tyler Hunt, Sustainable Operations Supervisor, County of Simcoe

1.0 Approval of agenda

SC Chair D. Luker requested any addition and/or changes to the agenda. Item 5.2 added. Moved by R. Stevens, seconded by A. Dubeau. Carried.

2.0 Approval of minutes from the 6-Dec-2018 SC meeting

No comments and/or corrections were received. Motion to approve the 6-Dec-2018 minutes. Moved by N. Popovich, seconded by J. Bumstead. Carried.



draft-minutes-sustainable-committee-

3.0 SSS work plan items

3.1 Reports to Councils, committees and/or municipal staff

The following information was submitted to Councils in Dec-2018:

- Approved SC 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 TBD. Draft available at:
<https://drive.google.com/file/d/1RTq19XYpSO0IAJnVmFW1CefGa731rW4M/view?usp=sharing>
3. **Georgian Bay:** Draft shared with N. Popovich on 17-Dec-2018 for comment, to be reviewed during meeting with SSS staff and N. Popovich on 24-Jan-2019, 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-ulsD0QVvCDYNOs_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/1W7ioem1oDHLcEdL4oJeNmHMo2nTuHYG/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-CQSAaWeIBFsmioLL5atgMt/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

Action Item: Each Sustainability Committee member is responsible for recommending 1-2 actions or projects to SSS from their municipality that they would like recognized. V. Ervick to look at FCM Survey, & identify further information as to what is needed re: identified actions & projects.

4.0 2019 SSS work plan, summary presentation

Action Item: SSS to draft a letter addressed to CAO's and cc: SC Council members, requesting (1) the consideration to include the climate change action plan and PCP program commitment in the Strategic Plan, (2) the request to be contacted during the strategic planning process, and (3) identify reasons as to why this would be beneficial to each municipality.



Jan 10_SC 2019
Workplan.pdf

5.0 SSS Budget

5.1 31-Dec-2018 financial statement

Motion to receive for information. Moved by N. Popovich, seconded by R. Stevens. Carried.

Action Item: SSS to submit a letter to Donna Goodwin requesting that the County of Simcoe consider extending the deadline for the Arts, Culture and Heritage grant (\$9,247.75) into 2019 for future use. T. Roxborough to send out 2019 budget request letters to municipal partners as needed.



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

5.2 FCM Climate Change Staff Grant – update

Action Item: T. Roxborough to provide update at 7-February-2019 meeting re: reconsideration of the climate change staff grant from FCM.



7-Jan-2019-MCIP-16
206.pdf

6.0 Other business and roundtable information-sharing

6.1 SSS and SC Terms of Reference, updated membership list

Action Item: Update SC Council and PCP program appointees (Oro-Medonte, Georgian Bay TBD), and County of Simcoe PCP program appointees. SSS to bring the 2019 Terms of Reference forward to the 7-Feb-2019 SC meeting, including updated membership list for approval. Consider the process of re-electing / electing SC Chair, and bring to 7-Feb-2019 meeting.



SC-SSS-TermsofRefere
nce-2018-Amende

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

- ERO number, 013-4208: <https://ero.ontario.ca/notice/013-4208#>, comment period 29-Nov-2018 – 28-Jan-2019.
- Action Item: SSS to submit comments to SC members by 17-Jan-2019. Please send any comments or suggestions to SSS by 24-Jan-2019. SSS will submit to municipalities to be received for information.

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

Action Item: V. Ervick to send e-mail to SC members with details re: GBBR event, please RSVP.

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

Guest speaker: Victoria Ervick, M.E.S.
Climate Change Coordinator
Sustainable Severn Sound

RSVP: Abbey Dudas - communications@gbbr.ca

Logos: Wahta, Local Climate Change Action Plan, Georgian Bay Biosphere Reserve

6.4 Clean Air Partnership Corporate Energy Managers Workshop summary



MEMO-CAP Energy
Managers Worksho

7.0 2019 SSS and SC Meeting Schedule

Adjournment:	Time:	12:00pm
Next Meeting:	When:	Thursday, February 7, 2019
	Time:	10am-12pm
	Where:	SSS Office, 105 Fourth Street, Midland

Motion to adjourn. Moved by R. Stevens, seconded by N. Popovich. Carried.

8.0 Roundtables

SSEA – Tentatively meeting is January 24, 2019 (TBC). Deadline to order tree seedlings is 18-Jan-2019, please contact Michelle Hudolin if interested.

SMDHU – Waiting to hear back from Health Canada grant, which would help SMDHU continue having staff working on our climate change project.

NSCFDC – “Enhancing Respect in the Workplace” on 21-Feb-2019 – register online.

Township of Tay - No updates.

Township of Penetanguishene – Main St. construction is complete. Special meeting for budget discussions upcoming, looking forward to this term of Council! Opted in for Cannabis Retail Locations.

Township of Severn – 15-Jan-2019 deadline for budget, voted 10-January-2019.

Township of Georgian Bay - Hoping to have budget finalized in February 2019.

Township of Tiny – Budget is still in progress.



Doug Luker, CAO
 Township of Tiny
 130 Balm Beach Road, W
 Tiny, ON
 L0L 2J0

Victoria Ervick
 Climate Change Coordinator
 Sustainable Severn Sound (SSS)
 105 Fourth Street
 Midland, ON
 L4R 4K6

February 7, 2019

RE: Request to integrate climate change considerations and the Township of Tiny's Partners for Climate Protection (PCP) program commitment into your Council's Strategic Plan update

Dear Mr. Luker,

As you are aware, Sustainable Severn Sound (SSS) is a sustainability-focused not-for-profit program funded and directed by seven of the municipalities in the southern Georgian Bay area (Towns of Midland and Penetanguishene, Townships of Georgian Bay, Severn, Oro-Medonte, Tiny and Tay). SSS works with these partners 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 (GHG) and sustainable communities, and lastly, (3) to advocate for sustainable environmental, social and economic practices and policies at the direction of the partner municipalities.



Sustainable Severn Sound (SSS) | 105 Fourth Street, P.O. Box 8, Midland, ON | L4R 4K6 | 705.526.1371 x.111
www.sustainablesevernssound.ca

In addition to the services listed above, SSS is also the Township's Associate Member to the Partners for Climate Protection (PCP) program – a national program that your municipality joined on January 29th, 2018 through an approved resolution – by Council. In July 2018, the Township of Tiny successfully achieved Milestone 1 and is expected to achieve Milestones 2 and 3 in early 2019 – setting emission reduction targets and developing a municipal-level climate change action plan, respectively – both of which are in the final stages of development by SSS for Council endorsement.

Recommendation

Considering in our role in supporting municipalities in climate change action and advancement through the PCP program, SSS and the Sustainability Committee (SC) are recommending that the Township considers the integration of climate change language and your commitment to the PCP program when updating the municipalities' Strategic Plan for the 2019-2022 term of Council. After reviewing the Township's 2015-2020 Strategic Plan and the priorities within, we are of the position that these recommendations would be complementary objectives under the strategic priority 'Healthy Environment and Sustainable Community Planning.'

Context and rationale

In collaboration with our municipal and community partners – and further supported through a [Council resolution in 2017](#) – SSS released the area's [first Local Climate Change Action Plan \(LCCAP\): Regional Greenhouse Gas summary](#). The LCCAP provided the framework for the development of Tiny's municipal-level climate change action plan, which is currently undergoing revision by municipal staff before being presented for consideration of endorsement by Council.

Both the regional LCCAP and your municipal climate change action plan align with the Township of Tiny's corporate strategic goal of a 'Healthy Environment and Sustainable Community Planning.' These documents are also closely associated with the Township's Energy Conservation and Demand Management (CDM) Plan (re: [O. Reg. 397/11: Energy Conservation and Demand Management Plans](#)), with SSS recommending that the 2019 legislated update to your CDM plan to include GHG inventories, GHG reduction targets, and action items outlined as included in your climate change action plan. Additionally, under [O. Reg. 588/17: Asset Management Planning for Municipal Infrastructure](#), the



Township's Asset Management Plan (AMP) is required to be updated in 2019 with new climate change considerations and requirements, including the adoption of a Council-endorsed climate change policy. SSS can alleviate this pressure on municipal staff by providing the appropriate language to support the AMP update requirements, which is a direct action item from the Township's climate change action plan.

Lastly, the inclusion of climate change considerations and reference to the Township's commitment to the PCP program within your 2019-2022 Strategic Plan would support section 8.1.1 of Tiny's Official Plan which states that, "the Township shall support energy and water conservation, air improvement and protection and climate change adaptation."

It would be beneficial for the Township to consider this request, due to the fact that municipalities are on the front-line of the climate change challenge, as it is at the community-level where the effects of climate change (i.e., reduced air and water quality, extreme-heat warnings, increased vector-borne related illnesses, damage to property and infrastructure from weather events, stressed natural resources, etc.) will be experienced. It is also at the community-level that the greatest opportunities lie for mitigating (reducing) GHGs, as when we reduce GHGs, we also see a demonstrable and quantifiable cost-savings for your municipality and your constituents. Embedding climate change considerations into corporate policy ensures that our communities – and the Township as a whole – remains viable and sustainable for the long-term.

In summary, when renewing your Township's Strategic Plan, it is important to think about how climate change will impact the community, and to incorporate those changes in your municipalities' roadmap. Incorporating climate change into the planning process is key to ensuring future corporate and community resilience. Understanding and referencing the impacts of climate change and thinking about how those impacts should be included is essential to adapting effectively in a rapidly changing climate. Attachment A includes examples of policy and language that other municipalities have successfully used when integrating climate change considerations within their Strategic Plans. Further examples and guidance on this recommendation can be provided by SSS and the SC membership upon request.



SSS and the SC would like to thank you for your review of this request. SSS would be pleased to provide you with any additional information you may require to further this recommendation, and would ask that you also contact SSS and the SC in regards to any relevant stakeholder involvement opportunities throughout your 2019-2022 Strategic Planning process. I can be contacted at 705.526.1371 x. 111, or via e-mail at victoria@sustainablesevernsound.ca.

With kind regards,

Victoria Ervick

Victoria Ervick
Climate Change Coordinator
Sustainable Severn Sound

Cc: Deputy Mayor Steffen Walma, Partners for Climate Protection Council representative, Council-appointed Sustainability Committee representative for the County of Simcoe

Attachments

Attachment A : Examples of climate change considerations in municipal Strategic Plans



Attachment A

Below are examples of language that other municipalities used when integrating climate change considerations and commitments into their Strategic Plans.

1. City of Burlington, Strategic Plan 2015-2040¹

Strategic Direction 3: A Healthier and Greener City

- Objective: A healthy and greener city improves energy efficiency, protects the natural environment and mitigated climate change impacts.
 - o Task: The city recognizes that climate change is a significant issue and is working with the community and all levels of government toward the goal of the City of Burlington community being *net-carbon neutral.

2. Region of Peel, 2015-2035 Strategic Plan²

Value 2: Thriving

- Example of priority: Adapt to and mitigate the effects of climate change.

3. Example from a small-to-medium size municipality

To be added

4. Example proposed by SSS

To be added

¹ https://www.burlington.ca/en/services-for-you/resources/Ongoing_City_Projects/Strategic_Plan/16-255-CM-Strategic-Plan-April-2016-Web.pdf

² <https://www.peelregion.ca/strategicplan/>





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@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, 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-Nichols
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-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; <i>staff representative position currently vacant</i>
Township of Oro-Medonte:	<i>Non-PCP members as of 1-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 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.





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January 28, 2019

RE: Preserving and Protecting our Environment for Future Generations: A Made-in-Ontario Environment Plan, EBR Registry Number 013-4208

To representatives from the Ministry of Environment, Conservation and Parks:

Sustainable Severn Sound (SSS) is a sustainability-focused not-for-profit program funded and directed by seven of the municipalities in the southern Georgian Bay area (Towns of Midland and Penetanguishene, Townships of Georgian Bay, Severn, Oro-Medonte, Tiny and Tay). In addition to these partners, we work in collaboration with the North Simcoe Community Futures Development Corporation (NSCFDC) and the Simcoe-Muskoka District Health Unit (SMDHU) to: (1) educate municipalities and their communities on sustainable practices and policies and connect them to



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resources, tools and funding, (2) to advance the adoption of practices/policies within municipal operations to support climate change action, greenhouse gas (GHG) mitigation and sustainable communities, and (3) to advocate for sustainable environmental, social and economic practices and policies at the direction of the partner municipalities. Considering our role, SSS is submitting these comments primarily in response to the *Addressing Climate Change* section (pg. 16-35).

In 2018, in collaboration with our municipal and community partners, SSS developed our Local Climate Change Action Plan (LCCAP): Regional GHG Summary. The LCCAP included the development of a community-wide GHG inventory for our 7 municipal partners, the setting of corporate and community GHG reduction targets, and the identification of actions to reduce those GHGs, as selected by stakeholders and members of these 7 communities. Initiatives arising from the LCCAP will reduce the overall GHG emissions in the region while also delivering on municipal energy conservation goals and positively impacting the economic, social and environmental sustainability of our communities.

The organizational model applied by SSS in utilizing our limited resources to advance corporate and community climate change action in our smaller, mostly rural municipalities has positioned our local governments and their communities to take an active response to climate change, and demonstrates a successful archetype of municipal collaboration and innovation. Further support of this model by the Province within the made-in-Ontario environment plan would allow for continued sharing and learning opportunities by these municipalities – which is vital to growing the knowledge-base of not only our local municipal representatives, but also the public-at-large. This collaboration and innovation should be recognized by the Province, with SSS and similar models referenced as examples of successful approaches to climate action by smaller municipalities that are constrained by limited resources as mentioned above, demonstrating that action can be taken in any size municipality, and that the response to climate change is the responsibility of us all, not just our urban centres. The success of Ontario's new environment plan relies on a strong network of climate partnerships that includes collaborative organizations such as SSS and the municipalities that work as part of our collective. Correspondingly, in 2018 (6) of our partner municipalities committed to taking on climate change by



joining the Federation of Canadian Municipalities (FCM) and ICLEI's – Local Governments for Sustainability Partners for Climate Protection (PCP) program. These municipalities have designated SSS as the organization responsible for representing their local government and communities in this proven 5-milestone program to reduce GHG emissions.

As part of the LCCAP, SSS acquired the data needed to prepare GHG inventories for each of our 7 partner municipalities in alignment with the PCP program's Canadian Supplement to the International Emissions Analysis Protocol (PCP Protocol). The completion of these 7 GHG inventories is of key importance to the success of our efforts to reduce GHGs as they allow for:

- a better understanding of the link between environmental pollution and the effects of such pollutants
- identification of the sectors, sources, and activities responsible for GHG emissions,
- policy formation and implementation
- understanding of GHG emission contributions and GHG reduction trends
- the development of cost-effective mitigation actions
- monitoring of progress towards climate change and GHG reduction goals
- the sharing of this information with the public.

It is imperative that the work completed by our municipalities and others as members of the PCP program be acknowledged, and that this work be recognized within the Province's proposed made-in-Ontario environment plan. Additionally, the leadership demonstrated by these municipalities deserves due recognition through new funding and resource supports to sustain the momentum achieved by the development of these comprehensive local climate change action plans, and to allow for the adjustment of these plans to reflect the priorities within the Province's proposed made-in-Ontario environment plan. SSS supports the Province's action to *'Improve our understanding of how climate change will impact Ontario (pg.19)'*, as this is imperative to achieving meaningful results across Ontario. The information that would be acquired through the completion of a Provincial-level impact assessment would provide a strong evidence-based foundation for long-term efforts to reduce GHGs



and prepare for the impacts of climate change. However, this action represents a significant and very difficult undertaking, and should involve multi-stakeholder advisory groups, including local, regional and provincial perspectives. Consideration should be given to what work has already been completed, and how those efforts can be integrated into this assessment. Local-level vulnerability assessments and adaptation planning is already taking place, with immediate action items identified and awaiting implementation. As adaptation solutions will vary based on community needs, we strongly encourage the Province to support these actions through funding opportunities to result in successful municipal-level adaptation, resiliency planning and implementation.

SSS would also like to express that overall, additional details regarding this and the majority of other actions within the *Addressing Climate Change* (pg. 16-35) section of the Province's proposed climate change action plan are limited, and do little to assure that these actions will be implemented in a timely and effective manner. Given the complex nature of climate change, SSS would recommend that the Province consider the creation of a dedicated climate change plan, including notes to the anticipated timeline of each action within such a plan, the responsible government department or lead agency/agencies expected to drive each action, and which stakeholders and sectors are expected to play a role in the development and implementation of the listed action. SSS would also see the benefit of the Province providing a projected estimate of the achievable GHG reduction or desired outcome of the listed action through the inclusion of indicators in this or a dedicated climate change plan, as this will allow for appropriate evaluation of the success of the action post-implementation, and provide data that can be scaled to gauge the success of municipal and community-level climate change actions across the Province.

SSS is pleased that the Province's proposed made-in-Ontario climate plan provides actions on how to further reduce GHG emissions, such as reviewing the building code (pg. 32), enhancing natural gas conservation programs (pg. 32) and banning organic waste from landfills (pg. 41). But, disappointingly, no specific timelines or funding amounts are outlined. For example, an update of the Ontario Building Code is over-due, with the anticipated changes for a near-zero emissions target to be in-place by 2030, yet the Province's proposed environment plan only notes that the building code will be 'reviewed to support energy efficiency'. Once again, further details are limited.



SSS would also like to note our concern that the Province has identified a 30% GHG reduction target below 2005 levels by 2030, however, over 20% of that has already been achieved through the phase out of coal fired electricity generation. As such, SSS would call for stronger emission reduction targets to reflect the reduction levels that will be required to prevent significant economic, environmental and health outcomes from climate change. The recent Intergovernmental Panel on Climate Change (IPCC) report indicates that unprecedented action is needed to limit warming to 1.5 degrees to prevent devastating impacts to human health and the planet¹. Ontario can realize substantial economic, environment and health benefits from a more aggressive target to 2030, rather than the 143 MT outlined in the Province's proposed made-in-Ontario environment plan.

As noted above, SSS has prepared GHG baseline inventories on behalf of our 7 partner municipalities, adhering to the PCP program methodology. This posed a significant challenge, and required the investment of considerable SSS staff time, municipal staff and Council member efforts, as well as the contribution of finances by these municipalities. In smaller municipalities, the energy service providers for one area can be numerous, varied in size, and limited in their respective capacity to provide data as requested to complete these GHG inventories. Easier access to energy data for Ontario municipalities and their partners would simplify the data collection process, and limit the ever-increasing data requests from municipalities to these service providers which likely slow down the overall data acquisition phase. Therefore, SSS would recommend that the Province support their action to *'Conserve energy in homes and buildings to cut costs and reduce emissions (pg. 32)'*, by including small, independent energy service providers in any efforts to increase the availability and accessibility of information on energy and water consumption. Moving forward, reliable and consistent energy data per municipality and per their respective community, including that on transportation, should be made available to all municipalities, and collected, analyzed and maintained by the Province, as this would ensure a consistent approach to calculating and modelling energy use, projecting energy conservation results and assessing the associated GHG reductions.

1 Intergovernmental Panel on Climate Change (IPCC), 2019. Summary for Policymakers of IPCC Special Report on Global Warming of 1.5°C approved by governments, Oct. 2018. <https://www.ipcc.ch/2018/10/08/summary-for-policymakers-of-ipcc-special-report-on-global-warming-of-1-5c-approved-by-governments/>



SSS also recommends and requests the need for increased availability of provincial funding to support the implementation of GHG emissions reduction projects for our rural and semi-rural municipalities and their communities. The Province should encourage these municipalities through priority funding, for example, through the creation of a Small Municipalities Fund for municipalities consisting of 25,000 people or less. These municipalities should be rewarded for utilizing collective impact models and applying a learning-by-experience approach to GHG reduction actions, demonstrating a cost-effective and results-driven climate change planning approach. Based upon the GHG analysis completed by SSS as part of each municipalities' climate change action plan, municipal facilities and community residential areas consistently account for the highest energy sector use and offer the largest opportunity for high-level energy savings, cost-savings and associated GHG reductions. Consequently, funding and incentive programs that target those high energy use municipal facilities and residential areas should be made available to local governments and the not-for-profits that support them. It should be noted that transportation is the highest emitting GHG sector overall, but our reduction efforts are limited as members of these communities must rely on personal vehicles for travel. Moreover, it is unclear why the Province's proposed environment plan points to the adoption of zero emissions vehicles resulting in the reduction of GHG emissions, given the Province's discontinuation of both purchase incentives and funding for charging infrastructure.

As growing communities located within 165 kilometres of Toronto which are also high-use seasonal destinations for our urban neighbours, our municipalities have the unique opportunity to pilot innovative and effective climate action through better community design and by applying new technologies and approaches as our communities grow and expand. In order to ensure the most effectual and fair allocation of funds, we would request that the Province undertake further consultation with rural and semi-rural municipalities and their communities to ensure any funding programs developed as a result of the Province's proposed made-in-Ontario environment plan recognize local priorities and capacity. Funding options are needed not only for large-scale GHG emissions projects, but also for more scalable projects which can be realistically undertaken by smaller



municipalities, needed to build internal capacity and skill-level of municipal staff and Council members, and to foster community and stakeholder support.

Furthermore, recognition of the significant value of the natural infrastructure and the services provided by our rural and semi-rural communities is needed. SSS recommends that an ecological services evaluation standard should be developed by the Province to quantify these services provided, boosting the value of these areas through the assignment of an economic benefit, and that the continued value of these benefits and the services they provide be supported through committed Provincial funding to preserve, restore and/or enhance these areas (i.e, wetlands, forests, green spaces and parks).

SSS and the SC would request that the Province reconsider the use of carbon pricing in their efforts to reduce GHGs and build resilience to climate change in Ontario. As recognized in the Province's proposed environment plan (re: *Building Resilience: Helping Families and Communities Prepare*, pg. 18), the impacts of climate change have a clear and significant economic cost. To date, this cost has mostly been borne by families and others in our communities as they have been the most impacted by the effects of a changing climate, such as the extreme weather events referred to in the Province's plan, including the 2005 wind and rain storm and the 2013 Toronto Flood. Done right, carbon pricing has proven it can change household and business behaviour, reduce GHG emissions and also drive the necessary adoption of the technologies to support a successful, low-carbon economy. In British Columbia, annual GHG emissions are estimated at 5% to 15% lower than if no carbon tax had been implemented². It should also be noted that this estimate has been informed by multiple analyses which separates the impacts of the carbon tax from other factors. As part of the carbon program in Ontario, the previous government had expected to raise about \$8 billion between 2017 and 2020 from selling

² B. Murray and N. Rivers. 2015. "British Columbia's Revenue Neutral Carbon Tax: A Review of the Latest 'Grand Experiment' in Environmental Policy." NI WP 15-04. Durham, NC: Duke University. <http://nicholasinstitute.duke.edu/publications>.



allowances³, which would have been funneled into programs to support projects designed to result in reduction of GHG emissions by local governments and their communities, which would also have the added benefit of direct cost-savings for these municipalities and the members of their communities. After review of the Province’s proposed made-in-Ontario environment plan, it still remains unclear if there will be any new programs or incentives to encourage municipalities to conserve energy in their operations, in contrast to the incentives that were part of the previous climate change plan and would have been supported through such revenues acquired through the sale of allowances. SSS recognizes that the Province’s proposed made-in-Ontario environment plan provides some information on the Ontario Carbon Trust, a \$400 million, 4-year fund developed for investment in low-carbon projects that would seek to *‘leverage an additional \$1 billion in private capital’* (pg. 27). Although SSS and our municipalities would welcome the opportunity to explore opportunities to access funding through the Ontario Carbon Trust, this funding is approximately 90% less than what was anticipated from the previous Provincial climate change action plan. In order to advance GHG reduction solutions such as upgrades and retrofits to the aging infrastructure and buildings managed by our local Towns and Townships, this represents a significant obstacle, while also presenting a significant increase in the expected competition-rate of any available funding. Also, SSS finds the details available on the Ontario Carbon Trust limited. Serious attention should be given to finalizing the requirements of the Trust, and to undertake the steps needed to launch the program as soon as possible.

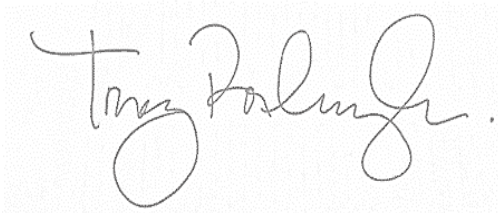
In order for SSS and other agencies to utilize the Province’s plan in our own communications, and in respect of transparency, full sources explaining the resources used would be appreciated, especially for those that are dispersed as ‘Quick Facts’ throughout the proposed plan.

³ Allowances were a component of the now cancelled cap-and-trade systems for reducing greenhouse gas emissions. Under this system, businesses that emit greenhouse gases were required to buy “allowances” to cover those emissions. These allowances can be bought from the government or from other businesses that have extra allowances on hand. Each year, the total amount of allowances would decrease, so emissions should have decreased as well. As allowances become scarcer, they also become more expensive to acquire. Consequently, it would become more and more cost-effective for a business to reduce its emissions.



SSS would like to thank the Province for the opportunity to share SSS's comments on the proposed made-in-Ontario environment plan. I would be pleased to speak with a representative from the Province regarding this submission, and to further explain the work undertaken by our SSS on behalf of our local municipalities as members of the PCP program as part of their response to climate change. I can be contacted at 705.526.1371 x.112 or by email at tracy@sustainablesevernsound.ca with any questions.

With kind regards,



Tracy Roxborough, Sustainability Coordinator
Sustainable Severn Sound

Cc: Sustainability Committee Membership

Midland: Councillor Carole McGinn Nichols | Penetanguishene: Andrea Betty, Director of Planning and Community Development; Deputy Mayor Anita Dubeau | Township of Georgian Bay: Jessica Gunby, Clerk | Township of Severn: Councillor Ron Stevens | Township of Oro-Medonte: Councillor Ian Veitch | Township of Tiny: Doug Luker, CAO | Township of Tay: Councillor Jeff Bumstead | County of Simcoe: Tyler Hunt, Sustainable Operations Supervisor; Deputy Mayor Steffen Walma, Township of Tiny | Simcoe Muskoka District Health Unit: Brenda Armstrong, Program Manager, Healthy Environments Program; Morgan Levison, Climate Change Lead, Healthy Environments Program | Severn Sound Environmental Association: Julie Cayley, Executive Director; Michelle Hudolin, Wetlands and Habitat Biologist | North Simcoe Community Futures Development Corporation: Chris McLaughlin, Executive Director | Sustainable Severn Sound: Victoria Ervick, Climate Change Coordinator

