

Sustainability Committee Agenda

Date May 9, 2019
Time 10:00am to 12:00pm
Location SSS Office, 105 Fourth Street, Midland ON

1.0 Approval of agenda

2.0 Approval of 7-Mar-2019 SC minutes (pages 3-7)

3.0 SSS work plan items

- 3.1 Reports to Councils, committees and/or municipal staff
- 3.2 Municipal-level climate change action plan update and PCP milestone status
- 3.3 Draft letter to CAOs and Council re: Strategic Plan update
- 3.4 OTF Grow Grant – Application

4.0 2019 budget

- 4.1 30-Apr-2019 financial statement (page 8-9)
- 4.2 Status, municipal budget requests

5.0 Other business and roundtable updates

- 5.1 SSEA/SSS Merger, Ad-hoc committee update
- 5.2 Website
- 5.3 Roundtables

6.0 2019 SSS and SC meeting schedule (page 2)

Adjournment

Next meeting	When	June 6, 2019
	Time	10:00am to 12:00pm
	Where	SSS office, 105 Fourth St. Midland

DATE	TIME	PURPOSE
THURSDAY, MAY 9, 2019	10am-12pm	<ul style="list-style-type: none"> • Status of Council endorsement of municipal-level climate change action plans • Status of Partners for Climate Protection (PCP) program milestone progress
THURSDAY, JUNE 6, 2019	10am-12pm	<ul style="list-style-type: none"> • Best practice report review and submission to Councils/staff, re: climate change, GHGs and CDM plans • Best practice report review and submission to Councils/staff, re: climate change, GHGs and HIRA Plans • Best practice report review and submission to Councils/staff, re: GHGs and AMP update (climate policy) • Status update of annual GHG data collection and analysis
THURSDAY, JULY 11, 2019	10am-12pm	<ul style="list-style-type: none"> • Status update of annual GHG data collection and 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 and 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 and analysis • Review of 2020 budget request letters to municipalities • Review of revised OTF Grow Grant for Nov submission (<i>Re: LCCAP Implementation Plan, Strategy 1, Rec.1</i>)
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 • Final review of OTF Grow Grant for submission (November 27, 2019)
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)

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



Sustainability Committee Draft Minutes

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

In Attendance

Andrea Betty, Director of Planning and Community Development, Town of Penetanguishene
 Brenda Armstrong, Program Manager, Healthy Environments Program, Environmental Health Dept., SMDHU
 Chris McLaughlin, General Manager, NSCFDC
 Councillor Carole McGinn, Town of Midland
 Councillor Jeff Bumstead, Township of Tay
 Councillor Ron Stevens, Township of Severn
 Deputy Mayor Anita Dubeau, Town of Penetanguishene
 Deputy Mayor Steffen Walma, Township of Tiny & County of Simcoe representative
 Doug Luker, CAO, Township of Tiny
 Michelle Hudolin, Wetlands and Habitat Biologist, SSEA
 Victoria Ervick, Climate Change Coordinator, SSS

Regrets

Alicia Hall, Sustainable Operations Analyst, County of Simcoe
 Councillor Jonathan Main, Town of Midland
 Councillor Ian Veitch, Township of Oro-Medonte
 Jennifer Schnier, Communications and Economic Development Officer, Township of Georgian Bay
 Julie Cayley, Executive Director, SSEA
 Tyler Hunt, Sustainable Operations Supervisor, County of Simcoe
 Tracy Roxborough, Sustainability Coordinator, SSS

1.0 Approval of agenda

Motion to approve Mar-7-2019 agenda. Moved by R. Stevens, seconded by M. Hudolin.
 Carried.

2.0 Approval of 7-Feb-2019 SC minutes

Motion to approve 7-Feb-2019 minutes. Moved by A. Dubeau, seconded by C. McGinn.
 Carried.



Draft-Minutes_Sust
 ainability-Committee

3.0 SSS work plan items

3.1 Reports to Councils, committees and/or municipal staff

Discussion: V. Ervick provided an update of correspondence to Council. The following information was submitted to Councils in Feb-2019:

- Approved 10-Jan-2019 SC minutes, available on our [website](#).
- Next report to Councils to be sent mid Mar-2019 to April-2019, corresponding with delegations to:
 - a. acquire approval of municipal-level GHG reduction targets and action plan (see Item 3.2).

3.2 Municipal-level climate change action plan update

Discussion: V. Ervick provided an update to the status of each municipalities' climate change action plan.

1. Midland: Letter of Understanding reviewed by A. Campbell and J. Skorobohacz, SSS to send draft action plan to A. Campbell to distribute amongst staff for comment.
2. Penetanguishene: Staff commenting on draft plan till Mar-8, A. Betty to bring staff report to COW on Mar-27, 2019 for endorsement.
3. Georgian Bay: SSS to send draft plan to Laurie Kennard to be distributed amongst staff.
4. Severn: SSS to send draft action plan to A. Plunkett and inquire about next steps.
5. Oro-Medonte: I. Veitch met with R. Dunn and A. Leigh re: SSS 2019 budget request, staff report tentatively scheduled to go before Council Mar-27th.
6. Tiny: SSS met with Administrative and Public Works managers of 17-Jan-2019 to review draft, presentation to all department heads (SSM) scheduled for Mar-13th, delegation to Council TBD.
7. Tay: Department heads review session held on 28-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.

4.0 SSS 2019 work plan items

4.1 Letter to CAOs and Council re: Strategic Plan update

Discussion: The purpose of this letter is to (a) recommend the inclusion of each municipalities' PCP commitment in their new Council's strategic plan, (b) provide information of the context and rationale for this recommendation, and (c) to request

that SSS be given the opportunity to comment/advise on this plan and others produced by the municipality to ensure the consideration of climate change in those documents.

5.0 SSS budget

5.1 28-Feb-2019 financial statement

Discussion: NSCFDC practices accrued accounting. SSS was unsuccessful in receiving FCM's Climate Change Staff Grant (see Item 5.4) and therefore will rely on the financial support provided by each municipality. The 2nd FCM MCIP installment is still outstanding (expected in Dec-2018) with the last installment expected once all municipal-level action plans are approved. S. Walma provided a verbal update regarding the County of Simcoe's decision on SSS 2019 budget request of \$10,200.00, indicating that it is not included in the County's budget. Motion to approve the 28-Feb-2019 financial statement. Moved by J. Bumstead, seconded by A. Betty. Carried.

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

Discussion: SSS was approved to extend deadline of the grant to Mar-2020. This has been added to SSS's work plan, and could be a potential opportunity to partner with community organizations/committees (i.e. Midland Cultural Committee).

5.3 2019 budget requests


Discussion: 2019 budget invoices were sent to municipalities on 19-Feb-2019.

- Midland: Invoice received, account set up in Engineering to hold expenditure
- Penetanguishene: Invoice sent 19-Feb-2019 to A. Betty
- Georgian Bay: Invoice received, on hold till approval of budget in Mar-2019
- Severn: Cheque received 28-Feb-2019
- Oro-Medonte: Under review
- Tiny: Invoice sent 19-Feb-2019 to D. Taylor
- Tay: Invoice sent 19-Feb-2019 to J. Sanders

5.4 FCM Climate Change staff grant

Discussion: GMF Council and FCM Executive upheld their original decision to deny our application MCIP 16206 for the Climate Change Staff Grant program.


Profit_Loss_Feb 28
2019.pdf


LTR-MCIP16206_CCS
G_Denial2_2019-03-14

6.0 Other business and roundtable updates



SC-SSS-Terms of Reference-2019-Amended

6.1 SSS and SC Terms of Reference

Discussion: Updated to reflect recent change in SMDHU SC representatives. Motion to approve the updated TOR. Moved by S. Walma, seconded by C. McGinn. Carried.

6.2 Election of 2019-2022 SC Chair

Discussion: C. McGinn put her name forward for consideration of the 2019-2022 Chair position at the 7-Feb SC meeting. R. Stevens nominated D. Luker for the 2019-2022 SC Chair position, with D. Luker accepting his nomination. C. McGinn removed her name from the nomination list. No other nominations received. D. Luker was elected as the 2019-2022 SC Chair.

6.3 Roundtables

Midland: Midland has not yet had any budget meetings.

Penetanguishene: Budget to be ratified 13-Mar, 2019; moving forward with Strategic Plan. Looking at Advisory Committee structure – general Community Wellbeing Committee, Main St. art project is underway with \$20,000.00 to spend on art/art pieces on the Main St.

Severn: Finalized budget early 2019, currently in the process of hiring a new CAO (70 applicants, narrowed down to 2 applicants).

County of Simcoe: County's budget passed at 2% in early 2019. Part of this increase is the two additional yard waste pick-ups taking place in Summer 2019 as a response to Phragmites – pick-ups will coincide with the timing of when residents should cut Phrag.

Tiny: Final budget should be completed by end of Mar-2019, Strategic Plan update taking place in Apr-2019.

Tay: Considering a 'Community Policing Committee,' in the midst of reviewing By-laws (updating, combining, etc.) as per recommendation from By-law Officer.

SMDHU: SSS is presenting at this afternoon's Climate Change Exchange meeting. OCCIAR-Cambrian project is wrapping up, meeting mid-Mar to review final reports. Partnering with Public Health Agency of Canada, to undergo a literature review on

climate adaptation strategies. Developing a “GIS Storybook” with info./data from the Climate Change Adaptation Strategy – presents information in an interactive way.

SSEA: Job posting for summer positions have closed. Applications are currently being accepted for the [Watershed Monitoring](#) position and a [Summer Technician](#) position in partnership with SSEA and Ontario Federation of Anglers and Hunters (OFAH) Invading Species Awareness Program.

7.0 2019 SSS and SC meeting schedule

Adjournment 11:20pm

Motion to adjourn. Moved by R. Stevens, seconded by J. Bumstead. Carried.

Next meeting	When	April 11, 2019
	Time	10:00am to 12:00pm
	Where	SSS office, 105 Fourth St. Midland

Item No.	Action Item	Responsibility
2.0	SSS to post approved minutes on SSS website and to all Clerks for submission to Council.	SSS
3.2	SSS to continue working with each municipality to move their respective plan forward for Council endorsement.	SSS
3.2	SSS to follow up with A. Campbell (Midland) re: signed copy of Letter of Understanding	SSS
3.2	I. Veitch to provide update at Apr-11 SC meeting re: outcome of staff recommendation from Mar-27 th Council meeting	I. Veitch
4.1	SSS to revise draft letter to CAOs re: Strategic Plan update (one page)	SSS
5.1	SSS and C. McLaughlin to follow up with FCM re: MCIP outstanding payment	SSS/NSCFDC
5.2	SSS to identify community partners for development on video-series funded by County of Simcoe Arts, Culture and Heritage Grant	SSS
6.1	SSS to post updated TOR on website, and include the approved version as an attachment to the next meeting request for committee member records.	SSS

Sustainable Severn Sound
Profit & Loss Budget vs. Actual SSS
As of April 30, 2019

05/02/19

Accrual Basis

	Jan - Dec 19	Budget	\$ Over Budget	% of Budget
Income				
4100 · Municipal Contributions	61,200.00	71,400.00	-10,200.00	85.7%
4200 · Interest Income	136.87			
Total Income	<u>61,336.87</u>	<u>71,400.00</u>	<u>-10,063.13</u>	<u>85.9%</u>
Gross Profit	61,336.87	71,400.00	-10,063.13	85.9%
Expense				
5000 · Payroll Expense				
5010 · CPP Expense	476.70	2,022.00	-1,545.30	23.6%
5020 · EI Expense	222.58	935.00	-712.42	23.8%
5030 · Health Benefits Expense	1,475.83	6,604.00	-5,128.17	22.3%
Total 5000 · Payroll Expense	<u>2,175.11</u>	<u>9,561.00</u>	<u>-7,385.89</u>	<u>22.7%</u>
5100 · Payroll				
5160 · Wage Expense	7,991.12	46,829.00	-38,837.88	17.1%
Total 5100 · Payroll	<u>7,991.12</u>	<u>46,829.00</u>	<u>-38,837.88</u>	<u>17.1%</u>
5200 · Occupancy & Equipment				
5270 · Cellular Phone Expense	100.00	100.00	0.00	100.0%
5280 · Rent Expense	840.00	2,520.00	-1,680.00	33.3%
Total 5200 · Occupancy & Equipment	<u>940.00</u>	<u>2,620.00</u>	<u>-1,680.00</u>	<u>35.9%</u>
5300 · Meetings & Events Expense				
5310 · Meeting Expenses	44.25	180.00	-135.75	24.6%
5330 · Workshops	0.00	1,150.00	-1,150.00	0.0%
5333 · Sustainability Discussion Serie	0.00	3,000.00	-3,000.00	0.0%
Total 5300 · Meetings & Events Expense	<u>44.25</u>	<u>4,330.00</u>	<u>-4,285.75</u>	<u>1.0%</u>
5500 · Other Expenses				
5501 · Conferences & Prof. Development	50.00	3,000.00	-2,950.00	1.7%
5550 · Public Relations & Marketing	0.00	450.00	-450.00	0.0%
5555 · Professional Printing Services	0.00	900.00	-900.00	0.0%
Total 5500 · Other Expenses	<u>50.00</u>	<u>4,350.00</u>	<u>-4,300.00</u>	<u>1.1%</u>
5600 · Administration				
5620 · Computer & Software Purchase	194.95	1,000.00	-805.05	19.5%
5650 · Materials, Supplies & Postage	0.00	600.00	-600.00	0.0%
5660 · Website Maintenance/ Updates	0.00	2,000.00	-2,000.00	0.0%
5695 · Travel	489.24	1,500.00	-1,010.76	32.6%
Total 5600 · Administration	<u>684.19</u>	<u>5,100.00</u>	<u>-4,415.81</u>	<u>13.4%</u>
Total Expense	<u>11,884.67</u>	<u>72,790.00</u>	<u>-60,905.33</u>	<u>16.3%</u>
Net Income	<u>49,452.20</u>	<u>-1,390.00</u>	<u>50,842.20</u>	<u>-3,557.7%</u>

05/02/19
Accrual Basis

Sustainable Severn Sound

Profit & Loss Budget vs. Actual FCM

As of April 30, 2019

	Jan - Dec 19	Budget	\$ Over Budget	% of Budget
Income				
4106 · FCM	16,600.00	37,900.00	-21,300.00	43.8%
Total Income	16,600.00	37,900.00	-21,300.00	43.8%
Gross Profit	16,600.00	37,900.00	-21,300.00	43.8%
Expense				
5000 · Payroll Expense				
5010 · CPP Expense	1,056.00	1,056.00	0.00	100.0%
5020 · EI Expense	492.00	492.00	0.00	100.0%
Total 5000 · Payroll Expense	1,548.00	1,548.00	0.00	100.0%
5100 · Payroll				
5160 · Wage Expense	19,160.00	19,160.00	0.00	100.0%
Total 5100 · Payroll	19,160.00	19,160.00	0.00	100.0%
5400 · Audit	2,474.53	3,000.00	-525.47	82.5%
5500 · Other Expenses				
5550 · Public Relations & Marketing	0.00	150.00	-150.00	0.0%
5551 · Digital Services	1,416.69	5,500.00	-4,083.31	25.8%
Total 5500 · Other Expenses	1,416.69	5,650.00	-4,233.31	25.1%
5600 · Administration				
5660 · Website Maintenance/ Updates	0.00	500.00	-500.00	0.0%
Total 5600 · Administration	0.00	500.00	-500.00	0.0%
Total Expense	24,599.22	29,858.00	-5,258.78	82.4%
Net Income	-7,999.22	8,042.00	-16,041.22	-99.5%