

## Sustainability Committee 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 (pages 7-13)

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-27<sup>th</sup>.
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-13<sup>th</sup>, 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 (pages 14-15)

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 2<sup>nd</sup> 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 (page 16)

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 (pages 17-23)

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 (page 6)

**Adjournment** 11:20pm

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

<b>Next meeting</b>	<b>When</b>	April 11, 2019
	<b>Time</b>	10:00am to 12:00pm
	<b>Where</b>	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 <sup>th</sup> 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

Date	Time	Purpose
<del>Thursday, January 10, 2019</del>	<del>10am-12pm</del>	<del>• Presentation of 2019 work plan items by V. Ervick</del>
<del>Thursday, February 7, 2019</del>	<del>10am-12pm</del>	<del>• Status of Council endorsement of municipal level climate change action plans</del> • Best practice report review and submission to Councils/staff, re: climate change, GHGs, PCP program commitment and strategic plans
<del>Thursday, March 7, 2019</del>	<del>10am-12pm</del>	<del>• Status of Council endorsement of municipal level climate change action plans</del> • Best practice report review and 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 and submission to Councils/staff, re: climate change, GHGs and CDM plans
Thursday, May 9, 2019	10am-12pm	• Best practice report review and submission to Councils/staff, re: climate change, GHGs and 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 and analysis
Thursday, July 11, 2019	10am-12pm	• Status update of annual GHG data collection and analysis • Review of newsletter #1 (bi-annual progress report #1)
Thursday, August 8, 2019	10am-12pm	• Status update of annual GHG data collection and analysis • Release of newsletter #1 (bi-annual progress report #1)
Thursday, September 5, 2019	10am-12pm	• Status update of annual GHG data collection and 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)

<sup>1</sup> All meetings take place at the SSS office, located at 105 Fourth Street, Midland unless otherwise stated  
SSS and the SC Minutes, 7-Mar-2019



## Sustainability Committee Approved Minutes

---

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

---

### In Attendance

Brenda Armstrong, Program Manager, Healthy Environments Program, Environmental Health Department, SMDHU  
 Chris McLaughlin, General Manager, NSCFDC  
 Councillor Carole McGinn, Town of Midland  
 Councillor Jeff Bumstead, Township of Tay  
 Councillor Ron Stevens, Township of Severn  
 Councillor Ian Veitch, Township of Oro-Medonte  
 Deputy Mayor Anita Dubeau, Town of Penetanguishene  
 Morgan Levison, Climate Change Lead, Healthy Environments Program, Environmental Health Department, SMDHU  
 Michelle Hudolin, Wetlands and Habitat Biologist, SSEA,  
 Tracy Roxborough, Sustainability Coordinator, SSS  
 Tyler Hunt, Sustainable Operations Supervisor, County of Simcoe (via teleconference)  
 Victoria Ervick, Climate Change Coordinator, SSS

### Regrets

Alicia Hall, Sustainable Operations Analyst, County of Simcoe  
 Andrea Betty, Director of Planning and Community Development, Town of Penetanguishene  
 Councillor Jonathan Main, Town of Midland  
 Deputy Mayor Steffen Walma, Township of Tiny and County of Simcoe representative  
 Doug Luker, CAO, Township of Tiny  
 Jennifer Schnier, Communications and Economic Development Officer, Township of Georgian Bay  
 Julie Cayley, Executive Director, Severn Sound Environmental Association

#### 1.0 Approval of agenda

Acting SC Chair C. McLaughlin requested any additions and/or changes to agenda. Motion to approve the 7-Feb-2019 agenda, moved by J. Bumstead, seconded by M. Hudolin. Carried.

#### 2.0 Approval of 10-Jan-2019 SC minutes

Motion to approve the 10-Jan-2019 minutes. Moved by R. Stevens, seconded by C. McGinn. Carried.





Draft

#### Minutes-Sustainable

Action items: SSS to post the approved minutes on the SSS website and send to all Clerks for submission to Council. All committee members are to be copied on that e-mail, and each member is requested speak to the minutes at their respective meeting, summarizing the work by SSS per the approved minutes.

### 3.0 SSS work plan items

#### 3.1 Reports to Councils, committees and/or municipal staff

Discussion: V. Ervick and T. Roxborough provided an update of correspondence to Council, being that 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, and
  - b. 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, presentation on SSS services and draft plan to TRC proposed for 19-Mar-2019 (TBC).
2. Penetanguishene: Presentation to TRC held on 10-Jan-2019, staff table top exercise held on 6-Feb-2019, staff review until 25-Feb-2019, SSS to work with A. Betty to support a staff report and recommendation to Council to adopt the targets and plan on 13-Mar-2019.
3. Georgian Bay: SSS is to send the Township's draft plan to CAO and staff for review by 11-Feb-2019 for initial comment. SSS has been instructed to send all other correspondence to J. Gunby (Clerk) in the interim until new hire is secured. A letter will need to be sent by SSS to Township Council requesting a reappointment to the SC and the PCP program after budget approval.
4. Severn: V. Ervick to send draft action plan to acting CAO A. Plunkett for review, requesting it be circulated amongst municipal staff for comment.
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. SSS was not included in 2019 budget. Further discussions will be arranged with I. Veitch and Township staff.

6. Tiny: Met with Administrative and Public Works managers of 17-Jan-2019 to review draft, presentation to department heads was scheduled on 31-Jan-2019, but cancelled due to weather. SSS to reschedule that presentation for late February.
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 report and recommendation (per P. Dance, Director of Public Works) for endorsement. SSS will be present at Council to answer questions, with no deputation to Council required at this time.

Action items: SSS to continue working with each municipality to move their respective plan forward for Council endorsement. Update to be provided by SSS at the next committee meeting.

### 3.3 Municipal PCP membership updates

#### 3.3.1 2019 National Measures Report Survey

Discussion: V. Ervick offered a description of the report. [Click here](#) to view the 2018 National Measures Report. V. Ervick provided a summary of the actions that were submitted by SSS.

Action Items: SSS will follow-up with each municipality as needed if the project is selected for inclusion in the 2019 report.

## 4.0 SSS 2019 work plan items

### 4.1 Draft letter to CAOs and Council re: Strategic Plan update

Discussion: Draft letter as to be sent to CAO's and SC members was sent out by V. Ervick for initial review by the committee. 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.

Action Item: SSS to review comments, revise and send to each municipal member for review prior to sending to CAO's and Council in late February.



DRAFT - Letter to  
CAOs requesting cli

## 5.0 SSS budget

### 5.1 31-Jan-2019 financial statement

Discussion: C. McLaughlin explained why the profit and loss statements for both the municipal funds and the FCM funds are showing a negative net income. The former is due to the municipal partners not being invoiced for their 2019 contribution, which will be completed by the next committee meeting. The latter is due to FCM remitting funds after they have been expensed, i.e. SSS pays for all the costs associated with the project and then FCM reimburses SSS. C. McLaughlin expressed that the committee will need to discuss how to make up projected revenues if one or more partners do not provide their 2019 contribution, otherwise SSS will face a projected budget deficit. Acting Chair C. McLaughlin requested a motion to receive the Jan-31-2019 Financial Statement for information. Moved by A. Dubeau, seconded by R. Stevens. Carried.

Action Items: SSS to distribute 2019 invoices to each municipality on 19-Feb-2019. Committee members will be copied on this e-mail for information. S. Walma to provide an update on the County request submitted Oct-2018 by SSS.



Profit-and-Loss-31-Jan-2019.pdf

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

Discussion: Per the Jan-2019 committee meeting, SSS was directed to contact D. Goodwin and request that the funding be carried over into 2019. Letter is in draft form and will be sent to D. Goodwin by 15-Feb-2019.

Action items: SSS to send the letter requesting a carry-over of the 2018 funding into 2019 as awarded to SSS for the development of a video series, focused on sustainable tourism. This project will require further discussions prior to any implementation in 2019.

**5.3 2019 budget request**

See Item 5.1

**5.4 FCM Climate Change staff grant**

Discussion: SSS's application has been accepted for review at the February PCP Council and Executive Meeting, with an expected response by late-Feb for 2-year funding contract for a Climate Change staff grant.

Action items: Update to be provided by SSS at the next meeting.

**6.0 Other business and roundtable updates**

**6.1 SSS & SC Terms of Reference**

Discussion: SSS noted that an addition was made, re: Committee governance, quorum and decision-making, regarding Chairperson election procedure, and the 2019 membership list was updated to reflect new appointments. No concerns or comments were received with the Acting Chair C. McLaughlin requesting a motion to approve the 2019 SSS and SC Terms of Reference and Membership List. Moved by A. Dubeau, seconded by J. Bumstead. Carried.

Action items: SSS to post the updated Terms of Reference on the SSS website, and include the approved version as an attachment to the next meeting request for committee member records.



SC-SSS-Terms of Reference-2018-Amendment

**6.2 Election of 2019-2022 SC Chair**

Discussion: C. McGinn put forward her name for consideration of the Chair position. Due to the absence of the current Chair, D. Luker, a motion to defer Chair nomination to the 7-Mar-2019 committee meeting was made by R. Stevens, seconded by A. Dubeau. Carried.

Action items: SSS to include Election of 2019-2022 Chair to meeting next SC meeting agenda.

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

Discussion: Comments were submitted by SSS and the SC on 28-Jan-2019, and accepted for posting. Discussion was had about the use of logos in this and other similar efforts by SSS.

Action items: Due to the request of some partners to not include their logo on the SSS letterhead, SSS is to prepare a letter for each partner, requesting the use of the

logo (how it is used, what it may be used on, circulate and determine the need for approvals) from Boards or municipalities.



Comments-SSS-SC-  
Ontario-environment

#### 6.4 Presentation Overview

Discussion: V. Ervick provided an update of her efforts in presenting at the Georgian Bay Biosphere Reserve workshop, re: Municipal Climate Change Planning, 21-Jan-2019 and overviewed the invites to SSS from reThink Sudbury, 5-Mar-2019, and the SMDHU Climate Change Exchange, 7-Mar-2019. V. Ervick requested approval to attend the Sudbury event, as reThink has offered to provide for all expenses. The committee approved by consensus for SSS to attend.

Action items: SSS to provide a summary to the committee at the next meeting regarding the presentations. SSS to consider a media release highlighting that SSS and our partners are receiving regional, provincial and federal recognition for their efforts.

#### 6.5 Roundtables

**Tay:** Preliminary budget passed, expected approval Apr-2019, appointment of Deputy Mayor LaChappelle

**Severn:** 1 replacement of Council, budget has been approved for 2019

**Oro-Medonte:** Budget passed 25-Jan-2019, 4 of 7 new members of Council, SSS and I. Veitch to explore opportunities for continued involvement with SSS and the PCP program-

**Penetanguishene:** Budget review completed 6-Feb-2019

**Midland:** Budget meeting proposed for 24-Mar-2019, Council Strategic Plan exercise completed 6-Feb-2019, considerations to sustainability and climate change included (to be confirmed)

**SMDHU:** Article produced by C. Gardner and M. Levison in partnership with the Friends of the Greenbelt Foundation, short video series was also produced, uses information from SMDHU's Vulnerability Assessment, M. Levison to share with the committee

**SSEA:** Seasonal positions posted with SSEA

**NSCFDC:** Invite to all to attend 'Enhancing respect in the workplace', workshop scheduled for 21-Feb-2019, visit [www.nscfdc.on.ca](http://www.nscfdc.on.ca) to register, and limited seating remains

## 7.0 2019 SSS & SC meeting schedule

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

**Sustainable Severn Sound**  
**Profit & Loss Budget vs. Actual SSS**  
**As of February 28, 2019**

03/04/19

Accrual Basis

	Jan - Dec 19	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
4100 · Municipal Contributions	61,200.00	71,400.00	-10,200.00	85.7%
4101 · County of Simcoe Contributions	0.00	10,200.00	-10,200.00	0.0%
4200 · Interest Income	47.51			
<b>Total Income</b>	<b>61,247.51</b>	<b>81,600.00</b>	<b>-20,352.49</b>	<b>75.1%</b>
<b>Gross Profit</b>	<b>61,247.51</b>	<b>81,600.00</b>	<b>-20,352.49</b>	<b>75.1%</b>
<b>Expense</b>				
5000 · Payroll Expense				
5010 · CPP Expense	0.00	2,022.00	-2,022.00	0.0%
5020 · EI Expense	0.00	935.00	-935.00	0.0%
5030 · Health Benefits Expense	420.70	6,604.00	-6,183.30	6.4%
<b>Total 5000 · Payroll Expense</b>	<b>420.70</b>	<b>9,561.00</b>	<b>-9,140.30</b>	<b>4.4%</b>
5100 · Payroll				
5160 · Wage Expense	0.00	46,829.00	-46,829.00	0.0%
<b>Total 5100 · Payroll</b>	<b>0.00</b>	<b>46,829.00</b>	<b>-46,829.00</b>	<b>0.0%</b>
5200 · Occupancy & Equipment				
5270 · Cellular Phone Expense	100.00	100.00	0.00	100.0%
5280 · Rent Expense	420.00	2,520.00	-2,100.00	16.7%
<b>Total 5200 · Occupancy &amp; Equipment</b>	<b>520.00</b>	<b>2,620.00</b>	<b>-2,100.00</b>	<b>19.8%</b>
5300 · Meetings & Events Expense				
5310 · Meeting Expenses	14.18	180.00	-165.82	7.9%
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%
<b>Total 5300 · Meetings &amp; Events Expense</b>	<b>14.18</b>	<b>4,330.00</b>	<b>-4,315.82</b>	<b>0.3%</b>
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%
<b>Total 5500 · Other Expenses</b>	<b>50.00</b>	<b>4,350.00</b>	<b>-4,300.00</b>	<b>1.1%</b>
5600 · Administration				
5620 · Computer & Software Purchase	0.00	1,000.00	-1,000.00	0.0%
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	194.54	1,500.00	-1,305.46	13.0%
<b>Total 5600 · Administration</b>	<b>194.54</b>	<b>5,100.00</b>	<b>-4,905.46</b>	<b>3.8%</b>
<b>Total Expense</b>	<b>1,199.42</b>	<b>72,790.00</b>	<b>-71,590.58</b>	<b>1.6%</b>
<b>Net Income</b>	<b>60,048.09</b>	<b>8,810.00</b>	<b>51,238.09</b>	<b>681.6%</b>

03/04/19  
Accrual Basis

# Sustainable Severn Sound

## Profit & Loss Budget vs. Actual FCM

As of February 28, 2019

	Jan - Dec 19	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
<b>4200 · Interest Income</b>	0.00	37,900.00	-37,900.00	0.0%
<b>Total Income</b>	0.00	37,900.00	-37,900.00	0.0%
<b>Gross Profit</b>	0.00	37,900.00	-37,900.00	0.0%
<b>Expense</b>				
<b>5000 · Payroll Expense</b>				
5010 · CPP Expense	856.64	1,056.00	-199.36	81.1%
5020 · EI Expense	402.06	492.00	-89.94	81.7%
<b>Total 5000 · Payroll Expense</b>	1,258.70	1,548.00	-289.30	81.3%
<b>5100 · Payroll</b>				
5160 · Wage Expense	17,514.24	19,160.00	-1,645.76	91.4%
<b>Total 5100 · Payroll</b>	17,514.24	19,160.00	-1,645.76	91.4%
<b>5400 · Audit</b>	0.00	3,000.00	-3,000.00	0.0%
<b>5500 · Other Expenses</b>				
5550 · Public Relations & Marketing	0.00	150.00	-150.00	0.0%
5551 · Digital Services	1,186.98	5,500.00	-4,313.02	21.6%
<b>Total 5500 · Other Expenses</b>	1,186.98	5,650.00	-4,463.02	21.0%
<b>5600 · Administration</b>				
5620 · Computer & Software Purchase	102.98			
5660 · Website Maintenance/ Updates	0.00	500.00	-500.00	0.0%
5695 · Travel	37.80			
<b>Total 5600 · Administration</b>	140.78	500.00	-359.22	28.2%
<b>Total Expense</b>	20,100.70	29,858.00	-9,757.30	67.3%
<b>Net Income</b>	<b>-20,100.70</b>	<b>8,042.00</b>	<b>-28,142.70</b>	<b>-249.9%</b>





**President  
Présidente**

Vicki May Hamm  
Mairesse  
Ville de Magog, QC

**First Vice-President  
Premier vice-président**

Bill Karsten  
Councillor  
Halifax Regional  
Municipality, NS

**Second Vice-President  
Deuxième vice-président**

Garth Frizzell  
Councillor  
City of Prince George, BC

**Third Vice-President  
Troisième vice-présidente**

Yolaine Kirlaw  
Councillor  
Municipality of Sioux  
Lookout, ON

**Past President  
Présidente sortante**

Jenny Gerbasi  
Deputy Mayor  
City of Winnipeg, MB

**Chief Executive Officer  
Chef de la direction**

Brock Carlton  
Ottawa, ON

10, rue Rideau Street,  
Ottawa, Ontario

**Mailing address/  
adresse postale**

24, rue Clarence Street,  
Ottawa, Ontario K1N 5P3

T. 613-241-5221  
F. 613-241-7440

www.fcm.ca

March 3, 2019

Mr. Douglas Luker - Chief Administrative Officer  
The Corporation of the Township of Tiny  
Clerks Department  
130 Balm Beach Road West  
Tiny, ON  
L0L 2J0

**Project Title:** Climate Change Staff Grant application  
**Application Number:** MCIP 16206

Dear Mr. Douglas Luker:

The Green Municipal Fund Council and FCM's Executive Committee re-evaluated your MCIP's Climate Change Staff Grant application with the additional information that you provided.

I regret to inform you that the original funding decision will be upheld, and you will therefore not be approved for funding.

Should you have any questions, please do not hesitate to contact me at [jtaylor@fcm.ca](mailto:jtaylor@fcm.ca).

Thank you again for your interest in FCM's Municipalities for Climate Innovation Program.

Sincerely,

Jacquelyn Taylor  
Manager, Funding | Municipalities for Climate Innovation Program - MCIP



## 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](mailto: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.

Committee Approval Date: March 7, 2019



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

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

*Amended Feb-2019*

**SSS financial contributors and municipal project partners**

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

**SSS in-kind project partners**

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





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

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

Amended Feb-2019

#### Council and Staff Representatives per Member Municipality

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

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

