



**SEVERN SOUND ENVIRONMENTAL ASSOCIATION  
MUNICIPAL CLIMATE LEADERSHIP COMMITTEE  
TERMS OF REFERENCE, 2021**



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**Background:**

In 2018, the Towns of Midland and Penetanguishene, and the Townships of Georgian Bay, Severn, Tiny and Tay each approved a Council resolution to join the Federation of Canadian Municipalities 5-Milestone Partners for Climate Protection (PCP) Program, designating one (1) staff member and one (1) Council member as their internal PCP Program representatives. At that time, SSS was identified as the Associate Member to the PCP Program for these municipalities, responsible for assisting them in advancing through the PCP Program. By 2019, each of these municipalities achieved Milestones 1, 2 and 3 and adopted their respective Municipal Climate Plans which include a greenhouse gas (GHG) baseline inventory (M1), GHG emissions projections to 2028, GHG reduction targets (M2), and a plan for action (M3) that will result in GHG reductions. The Municipal Climate Leadership Committee (MCLC) will be established by SSEA to offer support to the PCP member municipalities in the implementation of their respective Municipal Climate Plans and to continue to assist with the membership responsibilities of the PCP Program.

**Purpose:**

The purpose of the Municipal Climate -Leadership Committee (MCLC) is to:

1. Enhance communication and idea/information-sharing amongst the SSEA's six (6) municipal Partners for Climate Protection (PCP) Program members (Towns of Midland and Penetanguishene, Townships of Georgian Bay, Severn, Tiny and Tay) to support progress in the implementation of their respective Municipal Climate Plans, leading to the achievement of PCP Program Milestones 4 and 5.
2. Identify opportunities for strategic coordination and collaboration among the SSEA's partner municipalities that participate in the PCP Program, and that will contribute to climate change mitigation and adaptation efforts.
3. Identify areas of common interest, issues, concerns and/or opportunities related to Municipal Climate Plans and actions to advance climate change mitigation and adaptation.
4. Act as a discussion group to bring forward communication and recommendations to the SSEA Board of Directors, which may include actions and related projects from the SSS special project's regional-scope Climate Change Action Plan (LCCAP) and the six (6) Municipal Climate Plans.

Responsibilities of the MCLC will include:

1. Collaborate and create partnerships that will lead towards the implementation of actions from the Municipal Climate Plans.
2. Determine the need to recommend to the SSEA Board of Directors the establishment of working groups on an ad-hoc/sector-focused basis or specific to a particular opportunity or action.
3. Liaise with interested stakeholders to identify new potential initiatives for further consideration.
4. Offer guidance and direction to the SSEA's Sustainability and Climate Action Coordinator regarding the need for tools, funding, best practice research, resources, workshops, and

- presentations to support Municipal Climate Plan implementation.
5. Participate in the process/prioritization of Municipal Climate Plan opportunities and future considerations.
  6. Promote and support the efforts by the MCLC to advance Municipal Climate Plan implementation within their respective municipality.
  7. Provide advice relating to the overall implementation of the six (6) Municipal Climate Plans.
  8. Inform SSS project of future/upcoming municipal need a priorities around climate sustainability

### Composition:

The Municipal Climate Leadership Committee shall be composed of the municipal and Council representatives to the PCP Program, as identified by each municipality upon joining the PCP Program. These representatives are listed below:

Municipality	PCP Program Council Representative	PCP Program Staff Representative/position
Town of Midland	Councillor Carole McGinn	Main Contact: Andy Campbell, Executive Director of Infrastructure and Environment Alternate: Emily Morden, Asset Management Coordinator
Town of Penetanguishene	Deputy Mayor Anita Dubeau	Andrea Betty, Director of Planning and Community Development
Township of Georgian Bay	Councillor Paul Wiancko	Main Contact: Jennifer Schnier, Director of Sustainability Alternate: Julie Bouthillette, Director of Financial Services / Treasurer
Township of Severn	Councillor Ron Stevens	Main Contact: Andrew Plunkett, Director of Finance/Treasurer Alternate: Tenzin Wangchuk, Deputy Treasurer
Township of Tiny	Deputy Mayor Steffen Walma	Not confirmed
Township of Tay	Councillor Paul Raymond	Not confirmed

It will be the responsibility of each municipality to inform the SSEA Executive Director to any changes in staff or Council PCP Program representation within the municipality so that updates can be made to the MCLC membership list.

### SSEA Representatives:

SSEA Executive Director.

### Staff Resources:

SSEA'S Sustainability and Climate Action Coordinator will be available to participate at all meetings. Depending on the topics to be discussed, SSEA staff with expertise regarding the topic area will be available to participate at meetings.

**Meetings:**

The committee will meet up to (4) times per year subject to agenda content and need. Additional meetings will be at the call of the Chair if required for timely matters.

The Committee will set the meeting schedule annually at the first meeting of the year.

Meetings will generally be held virtually via Zoom or another online meeting application. When feasible, in-person meetings may be held during regular business hours at the call of the Chair.

**Procedural Rules:**

The Committee will follow the administrative procedural policies of the SSEA Board of Directors. In the case where the policy is silent, Roberts Rules of Order will take precedent.

The agenda will be developed by the SSEA staff with input from the Committee Chair.

The Committee does not have the authority to specifically direct the activities of SSEA staff and will communicate through the SSEA Executive Director.

**Committee Chair - Vice Chair:**

The Committee will elect a Chair and Vice Chair from its membership annually at the first meeting of the year.

**Decision Making:**

Consensus based decisions will be encouraged for all matters, however if required, normal simple majority rules will be implemented. Each committee member shall have full voting rights, with the exception of the SSEA Executive Director.

**Remuneration:**

This committee will operate on a volunteer basis with no remuneration.

**Reporting:**

The Committee shall report to the SSEA Board of Directors in the form of a report containing Committee Agendas, meeting minutes, and recommendations. When required the Committee may appoint a representative who best represents the topic of discussion to speak to the report. The Committee shall provide the Executive Director with a copy of the reports to be circulated to the SSEA Board of Directors at least 7 working days prior to the SSEA Board meeting.

**Resources:**

SSEA staff and other resource experts will be invited as required, to provide additional input to the Committee. SSEA will provide administrative support, including the preparation of reports to the SSEA Board of Directors, distribution of agendas and the general administrative co-ordination of the meetings.

Approved by the SSEA BOD: April 26, 2021