

## Integrated Community Energy & Climate Action Plans (ICECAP) Meeting Minutes

held on Tuesday, February 4<sup>th</sup>, 2020 at 10:00 AM in the  
Township of The Archipelago Council Chambers, 9 James Street  
Parry Sound ON P2A 1T4

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### **ICECAP Corporate Stakeholder Present:**

Susan Murphy, Councillor, Carling Township  
Ryan Snowball, Planner, Carling Township  
Steven Kell, Species at Risk Biologist & Project Coordinator, Shawanaga First Nation  
Dalton Newman, Community Energy Champion, Shawanaga First Nation  
Peter Koetsier, Mayor, Township of Georgian Bay  
Dana Suddaby, Planner, Township of Georgian Bay  
Anthony Laforge, Director of Lands & Resources, Magnetawan First Nation  
Cory Kozmik, Species at Risk Biologist, Magnetawan First Nation  
Peter Hopkins, Mayor, Township of McKellar  
Tammy Wylie, Clerk Administrator, Township of McKellar  
Daryle Moffatt, Councillor, Seguin Township  
Dominique O'Brien, Director of Community Services, Seguin Township  
Forrest Pengra, Manager of Infrastructure and Technology, Town of Parry Sound  
Vanessa Backman, Councillor, Town of Parry Sound  
Alice Barton, Councillor, Township of the Archipelago  
Cale Henderson, Manager of Development and Environmental Services, Township of the Archipelago  
Randy Restoule, Dokis First Nation  
Monica Moore, Georgian Bay Biosphere Reserve

### **ICECAP Partners Present:**

Brian Elliott, Lakeland Power  
Marjorie MacDonald, Lakeland Holding  
Jennifer Monpetit, Advanced Planning and Communications, Lakeland Holding  
Joe Villeneuve, GIS Coordinator, West Parry Sound Geography Network  
Scott McCrindle, Georgian College  
Teryl Faulkner, North Bay Parry Sound District Health Unit

**Georgian Bay Biosphere Staff & Volunteers Present:**

Rebecca Pollock, Executive Director  
David Bywater, Conservation Program Manager  
Benjamin John, Climate Change & Energy Specialist  
Laura Peddie, Office Manager  
Ron Chase, Chair  
Erika Kramer, Director  
Jack Tynan, Director

**Members of the Public Present:**

AJ Mueller, Otter Lake Ratepayers' Association  
Kerry Mueller, Otter Lake Ratepayers' Association  
Brad Chittick, Otter Lake Ratepayers' Association  
Judy Christenson, Climate Action Parry Sound  
Mary Bridges, Climate Action Parry Sound

**1. Welcome & Introductions**

Participants were welcomed and introduced themselves. Noted that all future meetings will be paperless.

**2. Appointment of Chair**

Becky P. clarified Chair roles & eligibility. Noted that ICECAP should consider an Indigenous co-Chair, should someone express interest in this position.

**Resolution No. 2020-01**

**Moved by:** S. Murphy

**Seconded by:** P. Koetsier

Motion to appoint Daryle Moffatt & Forrest Pengra as co-Chairs.

**CARRIED**

**3. Approve Minutes**

**Resolution No. 2020-02**

**Moved by:** V. Backman

**Seconded by:** P. Hopkins

Motion to accept November 7<sup>th</sup> meeting minutes.

**CARRIED**

**4. ICECAP MOU**

Daryle M. & Forrest P. confirmed current signatories are the Town of Parry Sound and the Townships of the Archipelago, Carling, McKellar and Seguin. MOU on Township of Georgian Bay's Council Agenda next week. Shawanaga & Magnetawan First Nations anticipate signing in next few months. Outreach will continue to municipalities and First Nations who are not currently formally part of ICECAP.

## 5. Integrated Model

Benjamin J. reviewed the model, Municipal PCP & First Nation ICEP alignment, and that it is a phased program. It is a unique, made in the GBBR model that does not exist anywhere else in Canada.

## 6. Terms of Reference

### **Resolution No. 2020-03**

**Moved by:** P. Koetsier

**Seconded by:** P. Hopkins

Motion to change annual membership fee due date from January 31<sup>st</sup> to February 28<sup>th</sup> in Schedule A, Section 2 of the Terms of Reference.

**CARRIED**

Stakeholders discussed and further agreed that the remaining payment for the work plan component is due within 30-days of budget approval.

### **Resolution No. 2020-04**

**Moved by:** V. Backman

**Seconded by:** A. Barton

Motion to adopt the annual membership fee services & support entitlements as presented in Schedule A, Section 3 with the addition of one voting seat per member and support for communications.

**CARRIED**

Suggested edits to Schedule B of the Terms of Reference were reviewed:

1. Replace Section 5 with Integrated Approach Model
2. Insert diagram of PCP & ICEP
3. Add [climate@gbbr.ca](mailto:climate@gbbr.ca) to Section 7
4. Amend Section 16 to reference ICEP
5. Update Appendix A to current contracts
6. Add Appendix D outlining ICEP

**Resolution No. 2020-05**

**Moved by:** M. Moore

**Seconded by:** A. Barton

Motion to bring forward a final Terms of Reference draft for adoption at the next ICECAP meeting.

**CARRIED**

**7. Community Partners**

Discussion regarding the process for engaging community partners and the public.

Forrest P. suggested that GBBR could facilitate deputations to the Committee if a group wished to present.

With further project funding and staff ICECAP's role may also be to mobilize community action and help community groups. Becky P. suggested a Communications Plan & Committee could advise on engagement. Groups can invite GBBR staff to present ICECAP.

**8. Project Management**

David B. presented the 2020 ICECAP work plan with information provided on each milestone and status. All members have completed corporate milestone one.

**9. Communications**

Becky P. suggested that a volunteer working Communications Committee could draft Communications Plan and advise on media, brand and logo, print materials, website, etc.

**Resolution No. 2020-06**

**Moved by:** P. Koetsier

**Seconded by:** D. Moffatt

Motion to create Communications Committee.

**CARRIED**

Vanessa B., Alice B., Cory K., and Monica M. volunteered as Communications Committee Members. The committee will create terms to bring to Corporate

Committee for approval. Communications Sub-Committee to be inserted in Schedule B Terms of Reference as section 9.3.

## 10. ICECAP Logo

Three logo options were presented for consideration and ballots provided to each member to vote for their favourite. Due to timelines major logo changes or other designer involvement is not an option.

### **Resolution No. 2020-07**

**Moved by:** D. Moffatt

**Seconded by:** V. Backman

Motion to task Communications Committee with ICECAP logo choice.

**CARRIED**

Communications Committee will consider Corporate Committee members' vote when deciding.

## 11. Meetings in 2020

Stakeholders agreed that 10 am start worked well, and that a Spring draft budget meeting and September final budget meeting were necessary for 2020.

## 12. Roundtable

Updates shared from Stakeholders and Partners.

## 13. Adjournment

### **Resolution No. 2020-08**

**Moved by:** F. Pengra

**Seconded by:** V. Backman

Motion to adjourn.

**CARRIED**