

# Integrated Community Energy & Community Action Plans (ICECAP)

## Schedule A:

### Membership Fees

1. The annual administrative membership fee for ICECAP members is outlined below and is subject to review by the Corporate Stakeholder Committee:

**\$2,500.00**

2. The annual membership fee is due by February 28<sup>th</sup> and the remaining balance is to be paid within 30-days of council budget approval.

3. The annual membership fee entitles all members to the following services & support:

- Administration of the ICECAP initiative
- Data acquisition and analysis of corporate GHG emissions
- Management of PCP or ICEP account on behalf of members
- Development and submission of PCP or ICEP staff-reviewed reports
- Support to the ICECAP Corporate Stakeholders Committee
- Support to the ICECAP Technical and Communications Advisory Groups
- Ongoing GBB advisory services to members
- Grant application service to subsidize annual work plan costs
- As per the ICECAP MOU, each member has one voting seat
- Other administrative and communications support

4. Consideration will be given to membership fees based on individual circumstances and will be decided by the Corporate Stakeholder Committee.

**Note:** Separate annual project work plans and accompanying budgets will be determined and approved for recommendation to Councils by the ICECAP Corporate Stakeholder Committee, as per the Terms of Reference (Schedule B).

# Integrated Community Energy & Community Action Plans (ICECAP)

## Schedule B: Terms of Reference

### 1. Vision

To reduce greenhouse gas (GHG) emissions, improve energy efficiency, reduce the use of fossil fuels, and adapt to a changing climate by building greater resilience within the Georgian Bay Biosphere region using a collaborative approach known as “Integrated Community Energy and Climate Action Plans” (ICECAP) for Municipalities and First Nations, with the support of community partners.

### 2. Purpose

The purpose of this Terms of Reference document is to outline the roles and responsibilities of ICECAP members who have formally pledged to address climate change in their respective jurisdictions, and as a regional collective within the UNESCO biosphere reserve. It supports the **Memorandum of Understanding** signed by member Councils.

### 3. Objectives

ICECAP will identify goals, actions, and emissions reduction targets that fit with and address the unique needs of each Municipal and First Nation partner at a corporate level and be supported by diverse stakeholders to identify action plans at the community level.

Specific tools will be used to advance goals and to help meet targets. Sharing knowledge, strategies and resources will be more cost-effective and efficient for the region.

### 4. Background

Several Municipalities have adopted the ‘Partners for Climate Protection’ resolution under the Federation of Canadian Municipalities (FCM), committing them to inventory GHGs at the corporate and community levels, set targets for reduction, develop a local action plan, implement local action plans towards those goals, and monitor and report progress.

Several First Nations have created an Indigenous Community Energy Plan (ICEP) and/or are creating positions for Community Energy Champions, supported by the Independent Electricity Systems Operators (IESO) and other partners.

Together, these Councils will be represented as “corporate stakeholders” to oversee the ICECAP initiative in ways that meet their respective and collective energy and climate goals. See membership in Appendix A.

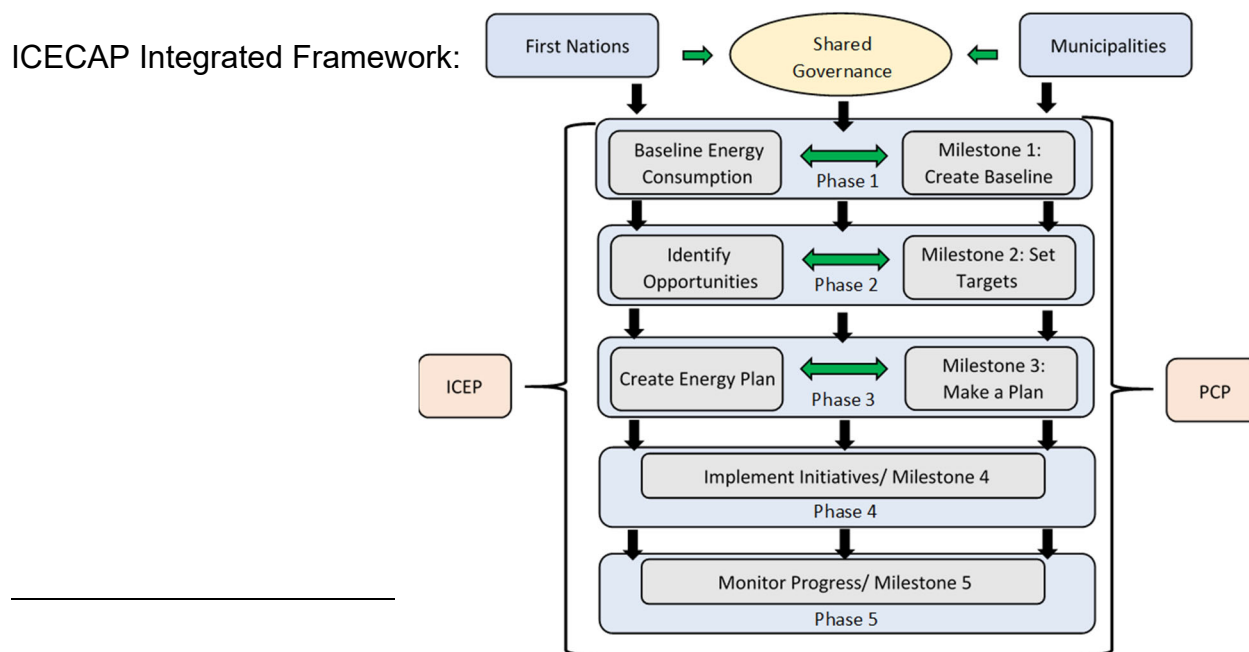
### 5. Integrated Approach Model

Municipalities and First Nations are invited to use the following programs/ frameworks to achieve the ICECAP objectives set out in Section III of the Memorandum of Understanding.

Under the Federation of Municipalities (FCM) with support from an ICLEI<sup>1</sup> sustainability framework, Municipalities are invited to adopt the ‘Partners for Climate Protection’ (PCP) resolution. See Appendix C for details about the PCP framework.

First Nations are invited to adopt the Independent Electricity System Operator’s ICEP program. See Appendix D for details about the ICEP program.

Each Corporate Stakeholder’s participation in their respective program will contribute to the larger integrated ICECAP framework. Progression through the ICECAP model will be referred to as phases.



<sup>1</sup> Local Governments for Sustainability, founded in 1990 as the International Council for Local Environmental Initiatives

## 6. Partnership with Georgian Bay Biosphere (GBB)

By signing onto the PCP resolution and/or paying the annual membership fee a Council automatically has membership in ICECAP within the Georgian Bay Biosphere region, and is eligible for the coordination services of GBB.

The GBB will work with each member to develop and deliver actionable items that reduce GHG emissions from a corporate (internal operations) and community perspective.

The GBB understands that each member is subject to its own unique set of conditions, warranting individual recognition as it contributes to a larger collective goal.

GBB will serve as coordinator and delivery provider for the regional ICECAP for interested corporate and community partners and the general public.

## 7. Contact

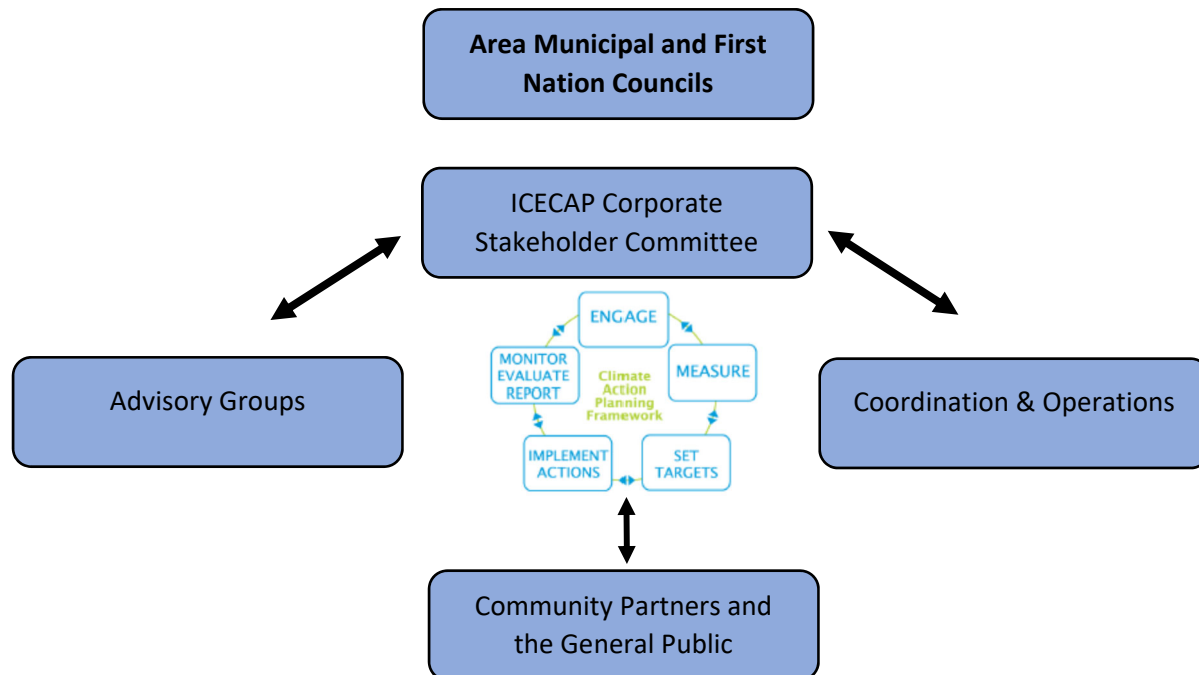
Georgian Bay Biosphere, PO Box 662, Parry Sound, Ontario, P2A 2Z1

Phone: (705) 774.0978

Email: [conservation@gbbr.ca](mailto:conservation@gbbr.ca), [climate@gbbr.ca](mailto:climate@gbbr.ca)

## 8. Project Structure

In order to achieve the goals of climate change mitigation, adaptation and resilience the proposed structure for the ICECAP initiative is as follows:



## 9. Roles & Responsibilities:

9.1) **Corporate Stakeholder Committee** – Provide input and direction to the GBB on needs and opportunities within the Georgian Bay Biosphere region. Members will help oversee the progress toward collective corporate goals, actions and emissions targets outlined in the ICECAP and be a liaison to their respective Councils.

- a. Meeting frequency: twice per year, or as needed.
- b. Members: one (1) elected official and one (1) appointee of each Council (e.g. staff)
- c. Director from the GBB as a voting member and liaison to the GBB Board of Directors. This director will abstain in any perceived or actual conflicts- of- interest, such as funding agreements with GBB.
- d. Chair: Selected from among the Corporate Stakeholders involved.

9.2) **Technical Advisory** – Provide expertise in various areas of the planning, analysis and recommendations. This advisory group may be made up of Municipal/First Nation staff and other subject experts or consultants.

- a. Meeting frequency: As needed.
- b. Representatives: Invited by Corporate Stakeholders or GBB staff to address known information needs. For example, efficiency considerations, infrastructure and design, building performance analysis, fuel sources and pricing, carbon storage/ sequestration calculations, etc.

9.3) **Communications Advisory** – Provide expertise on the design, delivery, and evaluation of a communications strategy. This advisory group will provide input and direction to GBB staff and the ICECAP partnership on communications matters, and seek partners and resources to deliver and evaluate effective external communications.

- a. Meeting frequency: As needed.
- b. Representatives: Invited by the Corporate Stakeholder Committee or GBB staff to address known communication needs.

9.4) **Community Partners** – Include a broad range of community groups, organizations, agencies, businesses and the general public. They will continue to be

engaged through ongoing meetings and conversations and through public events such as:

- Clean Energy Forum
- Speakers Series
- Training Workshops
- Indigenous Knowledge

Community Partners will be engaged at strategic points in the ICECAP planning process and through ongoing communications by the Corporate Stakeholder Committee and GBB.

9.5) **Georgian Bay Biosphere** – Provides coordination and operations support, including grant and membership development to advance ICECAP goals.

## **10. General Membership**

Each area Council is encouraged to appoint one or more liaisons to attend Corporate Stakeholder meetings and to be available on occasion for technical advisory roles in the project. These positions may be drawn from Council, Public Works, Planning, Facilities, Community Services or other departments or areas of expertise.

The Terms of Reference will be amended on a periodic basis to reflect any changes to Corporate Stakeholder Committee membership. See Appendix A for a current list of members.

## **11. Community Partners**

Representatives from a broad range of community groups, organizations, agencies, businesses and the general public interested in the work of the Corporate Stakeholder Committee are welcome to attend and participate in all meetings. They provide valuable information, resources, networks and partnerships for advancing climate mitigation and adaptation within communities and across the region (see Appendix A).

## **12. Record Keeping**

All approved Corporate Stakeholder Committee meeting minutes shall be provided to each member. GBB staff shall ensure the approved minutes and reports are sent to each member Municipality and First Nation Council, as directed by the Chair.

GBB will manage the bookkeeping, invoicing and receipting and will manage the finances and provide quarterly and annual financial statements to members.

Notes from all Technical and Communications Advisory group meetings will be taken and kept on file for reference by any Corporate Stakeholder or project partner.

### **13. Meetings**

Frequency: Corporate Stakeholder meetings will be conducted 2 times per year. Technical and Communications Advisory group meetings will be conducted on an as needed basis.

Additional meetings may be scheduled as necessary at the call of the Chair. Meetings are suggested for spring (April) and fall (September) to align with Council budget cycles.

Agenda: GBB staff shall set the agendas with member input and Chair oversight.

They will be sent to members five (5) business days prior to the meeting.

Voting: Corporate stakeholders have one (1) vote each and no proxy voting is permitted.

E-Voting: ICECAP shall where necessary and feasible make available a telephonic, electronic or other communication facility that permits all participants to communicate adequately with each other during a meeting of members. Any person entitled to attend such meeting may participate in the meeting by means of such telephonic, electronic or other communication facility. A person participating in a meeting by such means is deemed to be present at the meeting. Any person participating in a meeting of members, who is entitled to vote at that meeting may vote by means of any telephonic, electronic or other communication facility.

### **14. Funding**

- The ICECAP initiative will be supported by area Municipal and First Nation financial contributions.
- The annual membership fee is determined by the Corporate Stakeholder Committee and set out as a Schedule to the Memorandum of Understanding.
- Annual work plans, with associated budgets, will be reviewed and approved by the Corporate Stakeholder Committee.
- Total costs for regional project delivery will be divided among member Councils in equal portions.
- Financial requests will be made directly to each Council by the committee member (elected official or staff) or in a deputation.
- As funding is received from other sources (e.g. provincial/federal government) it will reduce the overall current year's budget or be carried forward to the following year's budget (depending on the timing of the receipt of these funds). As new

members join the initiative, they will pay the annual administrative fee and receive services as listed in Schedule A – Membership fees. All subsequent budgets approved by the Corporate Stakeholder Committee will be adjusted proportionally for the new member(s).

- ICECAP members will benefit from the Georgian Bay Biosphere’s resources and capacity, including grant applications, by leveraging funds that have already been allocated by Councils. Citing approved financial contributions will not require further requests to Council.
- Inclusion of Councils approved financial contributions in applications (as ICECAP members) will be communicated to staff for their information, with details of the funding and purpose, alignment with work plan, and any requests for letters of support. For applications that require funds beyond approved financial contributions, formal requests will be made to each member for their consideration.
- Financial and operations summaries will be provided quarterly and annually for review. Any excess income over expenses for the year will be either:
  - a. Returned to members proportionally, or
  - b. Paid against the next fiscal project budget amounts

## **15. Roles of GBB:**

- Educate area Councils and their communities on energy and climate-related matters and connect them to resources, tools and funding.
- Advance the adoption of best practices and policies within area Councils’ corporate operations to support climate change action, greenhouse mitigation, climate adaptation and resilience.
- Identify funding opportunities, prepare applications and administer grants to fund Municipal, First Nation, and community-based climate action projects.
- Collaborate with Municipalities, First Nations and others to create, manage and monitor the ICECAP goals and targets.
- Provide research and information as requested by member Municipalities and First Nations (i.e., best practices, funding/grant information, GHG data analysis).
- Promote the goals and progress of the ICECAP to the public and interested partners.
- Manage membership and online account requirements for Corporate Stakeholders who have joined the FCM PCP program (or equivalent), if requested.

## **16. Accountability**

1) GBB will be accountable to the ICECAP Corporate Stakeholder Committee and all project funders.



- 2) GBB will produce individual reports to Council members that are working through their PCP Milestones and deliver them via staff or deputations, as requested.
- 3) GBB will produce individual reports to First Nation Council members that are working through their ICEP programs and deliver them via staff or deputations, as requested.
- 4) GBB will track all financial contributions and expenditures and provide an annual financial report to the Corporate Stakeholder Committee.
- 5) GBB will produce regional reports and public summaries to communicate progress at a regional level on GHG reduction and improved energy efficiency and clean technology.

## APPENDIX A: ICECAP Contacts: 2020

*Note: this is a working list and the appendix will be updated as required*

### CONFIRMED MEMBERS

First Nation / Township	Council	Staff	Alternate
Seguin Township	D. Moffatt	D. O'Brien	
Town of Parry Sound	P. Borneman	F. Pengra	V. Backman
Township of Carling	S. Murphy	R. Snowball	K. McIlwain
Township of Georgian Bay	P. Koestier	V. Lemieux	C. Avery
Township of McKellar	P. Hopkins	L. Sherk	D. Carmichael
Township of the Archipelago	A. Barton	C. Henderson	

### POTENTIAL MEMBERS

First Nation / Township	Staff	Alternate
Chimnissing Beausoleil First Nation	M. Smith	
Dokis First Nation	R. Restoule	
Henvey Inlet First Nation	S. Contin	
Magnetawan First Nation	S. Noganosh	A. Smolarz
McDougall Township	T. Hunt	J. Ryman
Moose Deer Point		
Shawanaga First Nation	D. Geroux	
Wahta Mohawk First Nation	R. Sonmor	
Wasauksing First Nation	D. Baker	
Whitestone Township	M. Hendry	

### ICECAP PARTNERS

- Climate Action Parry Sound (CAPS)
- Community Business & Development Corporation (CBDC)
- District Municipality of Muskoka (DMM)
- Georgian College
- Henvey Inlet Wind (Nigig Power Corp; Pattern Energy)
- Hydro One
- Independent Electricity Systems Operators (IESO)
- International Council for Local Environmental Initiatives (ICLEI)
- Lakeland Holdings Ltd.
- Muskoka Watershed Council (MWC)
- North Bay-Parry Sound Health Unit
- Ogemahwjh Tribal Council (OTC)
- Parry Sound & Area Food Collaborative

- Parry Sound Area Active Transportation
- Ratepayer Associations
- Severn Sound Environmental Association (SSEA)
- Sustainable Severn Sound (SSS)
- Waabnoong Bemjiwang Association of First Nations (WBAFN)
- Waubetek Business Development Corporation
- West Parry Sound Geography Network (WPSGN)
- West Parry Sound Regional Economic Development
- Westwind Forest Stewardship Inc.

## APPENDIX B: Project Scope

The Georgian Bay Biosphere is situated in Anishinaabek territory. GBB includes the jurisdictions of nine First Nations, eight Municipalities, and areas managed provincially and federally. All key partners are invited to collaborate on the ICECAP initiative.



## **APPENDIX C: Partners for Climate Protection Framework**

Under the Federation of Municipalities (FCM) with support from an International Council for Local Environmental Initiatives (ICLEI) sustainability framework, Municipalities are invited to adopt the 'Partners for Climate Protection' (PCP) resolution with the option of using GBB as a delivery partner. First Nations are similarly invited to use the PCP framework by partnering with the GBB to help achieve their own GHG reduction and climate action goals. The Milestones structuring this work are as follows:

### **Milestone 1: Create a GHG Emissions Inventory and Forecast**

A GHG emissions inventory can help you track emissions and spending, gather money-saving information and measure your progress over time. Having a forecast allows you to project future emissions based on assumptions about population, economic growth and fuel mix.

Required information:

- Summary of corporate and community GHG emissions inventory
- Emission intensity values or coefficient values (for all energy types, including electricity)
- Summary of data sources
- Description of assumptions made regarding data
- 10-year business-as-usual emissions forecast

### **Milestone 2: Set an Emissions Reduction Target**

A GHG emissions reduction target sets the tone and direction for your emission reduction efforts. Targets should be achievable, while also inspiring ambitious action. We encourage you to adopt two targets: one for Municipally owned operations and another for community-wide emissions.

When you're ready, provide us with the following, just as you did in Milestone 1:

- Description of your targets, including baseline year, target year and percentage change from baseline year
- A Council resolution that adopts the targets set, including the baseline year, target year and percentage change from baseline year

### **Milestone 3: Develop a Local Action Plan**

A local action plan outlines how your Municipality will achieve its emissions reduction target through Municipal operations and community-based initiatives. Stakeholder engagement is critical to your plan's development, and ownership of the plan by Municipal staff and the community can help ensure its long-term success.

When you're ready, provide us with the following, just as you did for the other milestones:

- Description of the activities that will help you achieve your target reductions (provide a written report, presentation or website)
- Description of how the public or internal stakeholders participated in developing the plan
- Description of the costs and funding sources
- Names of the Municipal department(s) or organization(s) responsible for the plan and the actions outlined in it

### **Milestone 4: Implement the Local Action Plan**

Several factors influence your ability to successfully implement your local action plan. Integrate it into your Municipality's existing plans and policies so it's top of mind in Municipal decisions and linked to your Municipal budgeting process. Create a clear implementation schedule as well as ways to monitor and communicate your progress. Doing so will help you ensure ongoing support from your Council and stakeholders.

When you're ready, provide us with the following, just as you did for the other milestones:

- Description of the degree to which measures in your local action plan have been implemented (include implementation members, financing mechanisms, and variations from the original plan)

### **Milestone 5: Monitor Progress and Reporting Results**

Monitoring helps you determine whether your initiatives are working and whether you'll meet your target. Use data you've collected to evaluate and adjust your activities. You can also use reporting to connect with stakeholders and funders to solidify support for future initiatives.

When you're ready, provide us with the following, just as you did for the other milestones:

- An updated corporate or community inventory for the current (or near current) year
- Quantification of the GHG reduction impact of each measure outlined in your local action plan
- Report on how stakeholders and decision makers have been included throughout your milestone process

Completing Milestone 5 is a significant achievement, but it does not signal the end of your journey. Your local action plan is a living document that should be revised as information, ideas and circumstances evolve.

See: <https://fcm.ca/en/programs/partners-climate-protection>

## **APPENDIX D: Indigenous Community Energy Plan**

First Nations in Ontario are invited to adopt the Independent Electricity System Operator's Indigenous Community Energy Plan (ICEP) program. The framework structuring this work is as follows:

### **Step 1: Community Baseline Study**

An energy and emissions inventory can help you track energy use, emissions, spending, gather money-saving information and measure your progress over time. Having a forecast allows you to project future energy consumption and emissions based on assumptions about population, economic growth, and fuel mix.

Required Information, to the extent possible:

- Annual energy usage in the First Nation community, and/or First Nation Organization, based on historical data
- Breakdown of energy consumption by end use and building type, including electricity, wood, propane, diesel, transportation fuels
- Occupancy data that includes conditioned square footage and system specifications
- Summary of results of the community baseline study research, including a description of the data collection process, methodologies used for data analysis and energy mapping undertaken

### **Step 2: Identify Current and Future Needs, and Priorities and Opportunities**

An assessment of the First Nation community's current and future forecasted energy needs and identification of any anticipated shortfalls or challenges that may arise in meeting those needs. This should also include an assessment of the priorities relating to energy use and generation, including the identification of issues and opportunities related to conservation, energy efficiency, demand management, local ecological impacts, renewable energy and small-scale generation, and the reduction of GHG emissions.

Required Information:

- Description of current and future needs, priorities, and opportunities



### **Step 3: Develop a Community Energy Plan**

A Community Energy Plan outlines how your First Nation will meet the current and future needs, priorities, and opportunities identified. Community engagement is critical to your plan's development, and ownership of the plan by First Nation staff and the community can help ensure its long-term success.

Required Information:

- Identification of actionable ways to meet energy needs and achieve established goals with a clearly defined implementation plan
- An assessment of best practices to address the identified priorities and opportunities, and evaluation of the human and financial resources required to do so
- A description of costs and funding sources
- Anticipated timelines and budgetary considerations

### **Step 4: Implement Community Energy Plan**

Several factors influence your ability to successfully implement your Community Energy Plan. Integrate it into your First Nation's existing plans and policies so it's top of mind during decisions and linked to your First Nation budgeting process. Create a clear implementation plan and schedule as ways to monitor and communicate your progress. Doing so will help to ensure ongoing support from your Council and stakeholders.

Required Information:

- Continuous communication and description of the degree to which measures identified in your Community Energy Plan have been implemented. Include implementation members, financing mechanisms, and variations from the original plan.

### **Step 5: Monitor Progress and Report Results**

Monitoring helps you determine whether your initiatives are working and whether you'll meet your targets, current and future needs, priorities, and opportunities. Ongoing data collection can be used to evaluate and adjust activities to ensure that benefits are being maximized. Reporting can also help to connect with community stakeholders and funders to solidify support for future initiatives.

Required information:

- An updated energy consumption inventory for the current (or near current) year
- Quantification of the GHG reduction impact of each measure outlined in the Community Energy Plan
- Report on how stakeholders and decision makers have been included throughout the process

See: <http://www.ieso.ca/en/Get-Involved/Funding-Programs/Indigenous-Community-Energy-Plan-Program/ICEP-Overview>