Integrated Community Energy and Climate Action Plans (ICECAP)

Memorandum of Understanding

The Memorandum of Understanding prepared the 7th day of November, 2019, and updated the 9th day of February, 2022 between the current, and any future, signatories in section VIII.

The terms and conditions for the undertaking of an agreement for the Integrated Community Energy and Climate Action Plans (ICECAP) are as follows:

I. Name

The name of this partnership will be the Integrated Community Energy and Climate Action Plans for the Georgian Bay Biosphere region, hereafter referred to as ICECAP.

The signatories of this MOU will be Municipalities and First Nations in and around the Georgian Bay Biosphere; they will be known as “Corporate Stakeholders” who constitute the voting members that govern the ICECAP initiative.

II. Purpose

The ICECAP is a partnership between the Municipalities and First Nations located in and around the Georgian Bay Biosphere region for the purpose of a collaborative, more cost-effective approach to energy management and the reduction of greenhouse gas emissions for the operations of each Corporate Stakeholder, for each participating community, and for the broader region.

III. Objectives

The objectives of the ICECAP are as follows:

i. Encourage the reduction greenhouse gas emissions (GHG)
ii. Improve energy efficiency
iii. Reduce the use of fossil fuels
iv. Adapt to a changing climate by building greater resilience.

Note that established frameworks will be used to meet these objectives including: (1) the Federation of Canadian Municipalities (FCM) Partners for Climate Protection (PCP) program, as adopted by interested Councils; and (2) the Indigenous Community
**Energy Plans** (ICEP) developed by interested First Nations with support of the Independent Electricity System Operator (IESO).

This MOU does not prevent any Corporate Stakeholder from acting individually or proceeding at its own pace with respect to community energy management or any other climate action related initiative.

**IV. Membership**

Municipalities and First Nations located in and around the Georgian Bay Biosphere region are eligible members of ICECAP.

Each Corporate Stakeholder is required to pay an annual membership fee, as identified in *Schedule A*.

Each Corporate Stakeholder holds one vote, as per the Terms of Reference in *Schedule B*.

Members are entitled to use the Georgian Bay Mnidoo Gamii (GBB) organization as a service provider and resource, of which the roles and responsibilities will be set out under the Terms of Reference in *Schedule B*.

Each Partner will provide the ICECAP with available energy data and related information to meet PCP and ICEP requirements and participate as needed to achieve the goals set out in the annual work plans.

**V. Committees**

The Corporate Stakeholder Committee governs ICECAP, with council-appointed liaisons participating as the committee requires, following the Terms of Reference in *Schedule B*. Sub-committees may be established and their terms of reference will be determined by the Sub-committee.

**VI. Meetings**

Meetings of the ICECAP will follow those established under the Terms of Reference in *Schedule B*. The Corporate Stakeholder Committee shall have the power to amend the Terms of Reference as needed.

ICECAP meetings will be open to the public, except for matters of a closed nature which would require those meetings to be closed to the public.
VII. Effective Date & Term

This MOU becomes effective immediately upon execution by willing parties and will be reviewed by the signatories at a minimum of once every four years, or as determined by the Corporate Stakeholders.

VIII. Signatures

We, the undersigned, confirm that we are committed to participating in the Integrated Community Energy and Climate Action Plans as per the conditions set forth above:
The Corporation of the Township of Georgian Bay

Mayor

Date

Clerk

Date
The Corporation of the Township of Seguin

Mayor

Date

Clerk

Date
The Corporation of the Township of McKellar

Mayor ___________________________ Date

Clerk ___________________________ Date
The Corporation of the Township of the Archipelago

Mayor

Date

Clerk

Date
The Corporation of the Township of Carling

Mayor

Date

Clerk

Date
The Corporation of the Township of McDougall

Mayor  Date

Clerk  Date
Chimnissing First Nation

Chief

Date

Council Member

Date
Moose Deer Point First Nation

Chief ___________________________________________ Date ____________

Council Member __________________________________ Date ____________
Wasauksing First Nation

____________________________________  Date

Chief

____________________________________  Date

Council Member
Shawanaga First Nation

Chief ___________________________ Date ___________________________

Council Member ___________________________ Date ___________________________
Magnetawan First Nation

Chief ___________________________ Date _______________________

Council Member ___________________________ Date _______________________

Dokis First Nation

Chief ___________________________ Date __________________

Council Member __________________ Date __________________
Wahta First Nation

Chief

Date

Council Member

Date

ICECAP MOU (version 2 February 9, 2022)  Eastern Georgian Bay  19
[INSERT OTHER ICECAP SIGNATORIES HERE]
Integrated Community Energy & Climate Action Plans (ICECAP)

Schedule A:
Membership Fees

1. Fees
   The annual membership fee for ICECAP members will be set by the Corporate Stakeholders annually and confirmed by Resolution.

2. Terms
   The annual membership fee is due by February 28th and the remaining balance associated with the annual project work plans and accompanying budgets will be invoiced separately and will be due within 30-days of approval of a Corporate Stakeholder’s budget.

3. Entitlements
   The annual membership fee entitles all members to the following services & support:
   a) Administration of the ICECAP initiative
   b) Data acquisition and analysis of corporate GHG emissions
   c) Management of PCP or ICEP account on behalf of members
   d) Development and submission of PCP or ICEP staff-reviewed reports
   e) Support to the ICECAP Corporate Stakeholders Committee
   f) Advisory services from the Georgian Bay Mnidoo Gamii Biosphere (GBB)
   g) Eligibility to participate in joint grant applications
   h) As per the ICECAP MOU, each member has one voting seat
   i) Other administrative and communications support

4. Consideration
   Consideration will be given to the annual membership fee based on individual circumstances, where applicable, and will be decided by the Corporate Stakeholders.

Note: Annual project work plans and accompanying budgets will be determined and approved for recommendation to members by the Corporate Stakeholders, as per the Terms of Reference (Schedule B).
Integrated Community Energy & Climate 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 in and around 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 ICECAP 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 a 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 are invited to become Corporate Stakeholders to oversee the ICECAP initiative in ways that meet their respective and collective energy and climate goals.

5. Integrated Approach Model

Municipalities and First Nations are invited to use the following programs/frameworks to achieve the ICECAP objectives set out above.

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

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

Each Corporate Stakeholders’ participation in their respective program will contribute to the larger integrated ICECAP framework.

6. Roles & Responsibilities

6.1) Corporate Stakeholders – Provide input and direction to the GBB on needs and opportunities in and around 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. Voting Members: one (1) elected official and one (1) appointee from each Council and one (1) Director from the GBB as a voting member and liaison to the GBB Board of Directors.

   b. Co-Chairs: selected from among voting members and serve a term of 2-years, with no term limit.

   c. Schedules to the MOU will be amended as needed, by Resolution of members.

6.2) Subcommittees – will be governed by terms set out by the Corporate Stakeholders.

\(^1\) Local Governments for Sustainability, founded in 1990 as the International Council for Local Environmental Initiatives
6.3) **GBB** – Provides coordination and operations support, including grant and membership development to advance ICECAP goals.

By paying the annual membership fee a Corporate Stakeholder automatically has membership in ICECAP in and around 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.

GBB will provide a representative to the Corporate Stakeholders and hold one voting seat.

6.4) **Community Partners** – Representatives from a broad range of community groups, organizations, agencies, businesses, and the general public interested in the work of the Corporate Stakeholders 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.

### 7. Meetings

**Frequency:** Corporate Stakeholders’ meetings will be conducted at least twice per year. Additional meetings may be scheduled as necessary at the call of a Co-Chair. Meetings are suggested for spring (April) and fall (September) to align with budget cycles.

**Agenda:** GBB staff will draft the agendas with member input and Co-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 will 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.

8. Record Keeping

All approved Corporate Stakeholders’ meeting minutes will be provided to each member. GBB staff will ensure the approved minutes and reports are sent to each member Municipality and First Nation Council, as directed by the Co-Chairs.

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 Subcommittee meetings will be circulated to ICECAP members.

9. Funding

- The ICECAP initiative will be supported by its Corporate Stakeholders’ contributions and supporting grants and sponsorships.
- The annual membership fee is determined by the Corporate Stakeholders and set out as Schedule A to the Memorandum of Understanding.
- Annual project work plans, with accompanying budgets, will be reviewed and approved by the Corporate Stakeholders.
- Total costs for regional project delivery will be shared amongst the Corporate Stakeholders.
- Financial requests will be made directly to each Corporate Stakeholder by the appointed representative or in a delegation from ICECAP.
- As funding is received from outside sources (e.g., provincial/federal government) it will reduce the overall annual project work plans’ budget or be carried forward to the following year’s annual project work plans’ 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. ICECAP members will benefit from the GBB’s resources and capacity, including grant applications, by leveraging ICECAP funds that have already been approved by Corporate Stakeholders. Citing approved financial contributions will not require further requests to ICECAP members or their Councils.
- Inclusion of Corporate Stakeholders’ approved financial contributions in funding/grant applications (as ICECAP members) will be communicated to staff for their information, with details of the funding and purpose, alignment with annual project work plans, 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 the Corporate Stakeholders proportionally, or
   b. Applied against the next annual project work plans’ budget amounts.

10. Service Provision by Georgian Bay Biosphere

- Educate area Corporate Stakeholders 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 Corporate Stakeholders’ corporate operations to support climate change action, greenhouse gas 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 PCP or IECP program, if requested.

11. Accountability

1) GBB will be accountable to the ICECAP Corporate Stakeholders and all project funders.
2) GBB will produce individual reports to Corporate Stakeholders 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 Stakeholders.
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.
12. Contact

Georgian Bay Mnidoo Gamii Biosphere,
125 William Street, PO Box 662,
Parry Sound, Ontario, P2A 2Z1
Phone: (705) 774.0978
Email: conservation@gbbr.ca, climate@gbbr.ca
APPENDIX A: 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.

APPENDIX B: 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