



---

**The Corporation of the Township of Billings**  
**Climate Action Committee Agenda**  
**July 13, 2023, 7:00 p.m.**  
**Park Centre-39 Henry Drive, Kagawong**

---

**Committee Members**

Mayor Bryan Barker, ex-Officio

Councillor Vince Grogan, Chair

Paul Darlaston

Chris Theijsmeijer

Colen McKeever

**Staff**

Emily Dance, CAO/Clerk, Secretary

---

**1. Call to Order**

Chair Vince Grogan to call the meeting to order

**2. Approval of Agenda**

Moved By                      Seconded By

THAT the Township of Billings CAC hereby approves the July 13, 2023 agenda as presented.

**3. Disclosure of Pecuniary Interest**

**4. Adoption of Minutes**

4.1. May 17, 2023 Climate Action Committee Meeting Minutes

Moved by                      Seconded by

THAT the Township of Billings CAC hereby approves the May 18, 2023 CAC Meeting minutes as presented.

**5. Committee Reports**

5.1. CAC-2023-07-13-Annual Workplan

5.2. CAC-2023-07-14-Sustainable Building Practices Draft Policy (2)

**6. Information**

6.1. Climate Action Committee Blog <https://billingscac.blogspot.com/>

6.2. Resignation Bob Clifford. *At the June 20, 2023 Township of Billings Council meeting, Council accepted with regrets the resignation of Bob Clifford from the Climate Action Committee. Advertisement for the vacancy has been posted.*

**7. Open Discussion / Member Updates**

7.1. Round table discussion

**8. Committee Member Information Links**

**9. Meeting Schedule**



---

Thursday September 21, 2023 7pm Park Centre  
Thursday October 12, 2023 7pm Park Centre  
Wednesday November 9, 2023 7pm Park Centre

**10. Adjournment**

Moved by Seconded by

THAT the Township of Billings CAC hereby adjourns at



---

**The Corporation of the Township of Billings**  
**Climate Action Committee Minutes**  
**May 17, 2023, 7:00 p.m.**  
**Park Centre-39 Henry Drive, Kagawong**

---

**Committee Members Present**

Councillor Vince Grogan, Chair  
Bob Clifford  
Paul Darlaston  
Chris Theijsmeijer  
Colen McKeever

**Staff Present**

Emily Dance, CAO/Clerk, Secretary

---

**1. Call to Order**

Chair Vince Grogan called the meeting to order at 7:02 p.m.

**2. Approval of Agenda**

Moved By Darlaston      Seconded By McKeever

THAT the Township of Billings CAC hereby approves the May 17, 2023 agenda as presented.

Carried

**3. Disclosure of Pecuniary Interest**

Member McKeever declared a pecuniary interest as he has a composting business.

**4. Adoption of Minutes**

4.1. April 19, 2023 Climate Action Committee Meeting Minutes

Moved by Darlaston      Seconded by Clifford

THAT the Township of Billings CAC hereby approves the April 19, 2023 CAC Meeting minutes as presented.

Carried

**5. Committee Reports**

5.1. CAC-2023-05-11-Annual Workplan

Composting Survey

The Committee discussed the composting survey and directed staff to copy the surveys and make them available to the public at the front counter as well as request they be placed at the library and at the museum. Committee members offered to distribute copies and when out in public request people fill them out. A digital copy of the survey will be posted on the Township website and a link included on upcoming newsletters and publications when applicable. Surveys will be collected until September 1<sup>st</sup> and compiled for the September CAC meeting.

Summer Event



---

The Committee discussed the summer event. The Committee suggested the theme of a “Circular Economy” tentatively for an evening during the week. Committee members will research tentative speakers or a family friendly movie night that may include food vendors or a bring your own picnic idea. The Committee will reach out to the Parks Recreation and Wellness Committee to assist with hosting the event. Committee members to research speakers and provide staff with details by June 15, 2023 in order to organize and advertise.

Moved By: Darlaston                      Seconded By: Clifford

THAT the Township of Billings Climate Action Committee hereby approves report CAC-2023-05-11 AND moves into a discussion on the priority workplan AND FURTHER provides staff with applicable direction.

Carried

#### 5.2. CAC-2023-05-12-Sustainable Building Practices Draft Policy

The Committee discussed the draft policy and made the following suggestions:

- Remove the size requirement and have it applicable for all buildings
- Make all new building construction subject to the policy only renovation projects be subject to “not achieving LEED Certification”
- Increase the demonstrated investment pay back to 20 years from five
- Include other provisions when applicable regarding sourcing local, environmentally friendly materials
- Expand on the 6 categories of LEED

Staff was directed to incorporate the suggestions and present it to the Committee at the July meeting for further review and input.

Moved By: McKeever Seconded By: Clifford

THAT the Township of Billings Climate Action Committee hereby approves report CAC-2023-05-12 AND moves into a discussion on the DRAFT Sustainable Building Practices Policy AND FURTHER provides staff with input.

Carried

## 6. Information

### 6.1. Climate Action Committee Blog <https://billingscac.blogspot.com/>

Upcoming posts heat pumps, collection of different articles, recycling “what goes where”, lawns.

## 7. Open Discussion / Member Updates

### 7.1. Round table discussion

The Committee discussed getting the word to the public on the blog and other important climate action items, waste diversion and reduction, the current initiatives that Billings have accomplished and the need to keep moving forward.



The Committee thanked Bob Clifford for his involvement and commitment to the Committee and wished him all the best in his next chapter.

**8. Committee Member Information Links**

8.1. P. Darlaston - <https://www.cbc.ca/news/canada/toronto/ontario-recycling-fees-soft-drink-containers-cans-bottles-1.6838986>

**9. Meeting Schedule**

The Committee concurred with changing the meetings for the remainder of the year to Thursday nights. Staff to update the schedule and circulate to the members.

**10. Adjournment**

Moved by Darlaston Seconded by Theijsmeijer

THAT the Township of Billings CAC hereby adjourns at 8:54 p.m.

Carried

---

Chair

---

Recording Secretary



---

## COMMITTEE REPORT

**Department:** Climate Action Committee

**Date:** July 13, 2023

**Report Number:** CAC-2023-07-13

**File:** Annual Workplan

**Attachment:** Annual Workplan Chart – July

---

### **Recommendation:**

THAT the Township of Billings Climate Action Committee hereby approves report CAC-2023-07-13 AND moves into a discussion on the priority workplan AND FURTHER provides staff with applicable direction.

### **Background:**

On February 15, 2023 the Climate Action Committee confirmed priorities for the Climate Action Committee to focus on in 2023 related to Section 5 Plan Implementation of the [Community Energy and Emission Plan](#)

This workplan highlights the priorities of the Committee in both the short and long term, that are manageable and take into account the resources and staff capacity required to accomplish the priorities.

### **Discussion:**

#### Composting Survey

At the May Climate Action meeting, it was decided to continue the composting survey until September. Surveys are available on-line and at the counter. Unfortunately, there is not a high uptake in filling in the surveys.

#### Summer Event Planning

The summer event was tentative for July 27, 2023, unfortunately we were not able to have speakers lined up for that date. Consideration should be given to hosting the event in the Fall or combining the efforts for the Committee and organizing a larger scale “Earth Day” Event. The Committee needs to consider the other events that are being held on the island and trying to find a unique way in engaging the community.

### **Financial Impacts**

The required financial requirements will move forward for Council consideration during budget deliberations.

### **Respectfully Submitted By:**

Emily Dance, CAO/Clerk

	Priority	Description	Comments	Status IP = In Progress OG = On going CO= Complete OH= On hold DE = Deferred
1.	N1Θ1	Promote, educate and incentivize the adoption of climate friendly practices in the agricultural, forestry and sustainable tourism sectors	The CAC suggested hosting two events one for Earth Day event and one during waste reduction week. Township Staff can assist in moving forward the blog and create a communication plan to create awareness, a budget of approx. \$500 per event will be requested to host the events.	CO - Earth Day Event – Planning Complete IP-Late Summer a larger event with invited speakers to be planned to include seasonal residents. OG – Staff have promoted Blog and will continue, will include Blog information on upcoming publications. \$500 to be brought forward during budget deliberations
2.	N102	Create the municipal organizational structure to support. N1Θ1 and. N1Θ2.	It was suggested that a member of the CAC could attend various Committee meetings to ensure the projects are looked through a green lens. During local events including the market, promotional material could be available. It was also suggested that when programs or projects are being considered by Council that a statement on how the project is aligned with the CEEP plan. Consideration to be given to either reviewing municipal capital projects with LEED and/or the Green Municipal Buildings Feasibility Checklist (4.3.1.1 CEEP)	OG - Committee attendance – Committee members invited to attend PRW meetings, Chair Grogan is on the Lake Kagawong Committee. OG- Local Events – Request Volunteer member(s) to attend the market with materials, CAC will be notified on the events hosted by the PRW Committee. CO- Council has approved the inclusion of the statement on Council reports on alignment with the CEEP Plan. IP- When a new Capital project is initiated the CAC to review the project with Green Municipal Buildings Feasibility Checklist and could make a recommendation to Council regarding adoption of LEED standards. IP- Policy for Sustainable Building Practices
3.	WΘ1	Re-institute an in-home composting support program	Promotion – communication through website, social media with other waste management information.	IP- Composting information to be provided at earth day event and other upcoming events IP -Staff to reach out to local composting expert to provide recommendations on a composting initiative. – Earth Day event / Island Wide Waster Management Initiative IP – Composting Surveys
4.	BΘ1	Conduct energy auditing,	grant/incentive application support, educational and financing programs	OH- Staff to provide updated data on energy consumption. OH due to staff capacity, will reevaluate in the fall.
5.	N3Θ1	Participate in community-based project N3Θ1	Create a Natural Asset Inventory and per O Reg. 588/17 develop a Natural Asset Management Plan (NAMP) and integrate it into the corporate Asset Management Plan (AMP) by the regulatory deadline of July 1, 2023	CO- The Township of Billings passed an Asset Management Policy and Asset Management Plan that incorporates the reporting requirements under O.Reg 588/17
6.	WΘ3	Create local circular economy opportunities	Organize reuse and repurposing events, repair seminars and eventually consider a permanent tool share library and reuse centre	CO- Earth Day event will promote a local circular event IP- other event/opportunities as they become available.
7	N3Θ2	Increase tree cover and protection	Manitoulin Streams and Township of Billings have made a joint grant application for the planting of trees.	IP- Waiting on decision of grant funding. Suggestions for other opportunities for tree planting initiatives/partnerships.
8	MBO1	Improve organizational capacity (municipal building action)	Municipality to hire a certified energy management professional to advise on the establishment of an appropriate energy management system. Integrate energy data into the AMP	OH- subject to funding opportunities and available resources and staff capacity.

			Staff member trained on basic energy management on how to spot air leakage, moisture and insulation issues.	
9	MB50	Energy Efficiency – Deep Energy Retrofits, and Achieving Net-Zero Emissions	<p>Conduct LEED Designs, when considering building envelop roofing or other renovations invest the time and energy required to apply for feasibility study grants to compare minor, major and deep energy retrofits.</p> <p>When considering any new municipal buildings – prepare the required feasibility studies to make these buildings net-zero ready.</p>	<p>CO- Education on Net-Zero – included in upcoming Blog post</p> <p>IP- include recommendations from the CAC Committee to Council on feasibility studies when new projects are proposed. Staff to bring forward a policy for Committee review.</p> <p>IP- review any new grant opportunities.</p>





---

## COMMITTEE REPORT

**Department:** Climate Action Committee

**Date:** July 13, 2023

**Report Number:** CAC-2023-07-14

**File:** Sustainable Building Practices Policy

**Attachment:** DRAFT Sustainable Building Practices Policy (2)

---

### **Recommendation:**

THAT the Township of Billings Climate Action Committee hereby approves report CAC-2023-07-14 AND moves into a discussion on the DRAFT Sustainable Building Practices Policy AND FURTHER provides staff with input.

### **Background:**

At the April 19, 2023 Climate Action Committee Meeting, the Committee directed staff to bring forward a draft policy to incorporate sustainable building practices and LEED.

Following on May 17, 2023 the CAC made some suggestions to the policy.

### **Discussion:**

Staff have made the suggested recommendations and is seeking input from the Committee on the second draft.

### **Financial Impacts**

There are no financial impacts related to this report at this time. Should Council adopt a sustainable building practices policy, there may be additional costs involved.

### **Respectfully Submitted By:**

Emily Dance, CAO/Clerk



---

## **Policy –Sustainable Building Policy**

**By-Law No:** DRAFT

**Revision** Climate Action Committee Draft for Review -2

**Date:** July 4, 2023

---

### **Policy Statement:**

The Township of Billings recognizes of the importance of reducing the environmental footprint of the building sector. Sustainable building practices are well known for their environmental benefits, however attention is to be also given to the social and economic benefits of “sustainable building”.

The Township has developed a Sustainable Building Policy to ensure new municipal buildings and large-scale renovations and retrofits are designed and constructed in a more sustainable manner meeting LEED certification when applicable.

### **Purpose:**

Sustainable building practices not only reduce the impact of building activities on limited renewable and non-renewable resources, they may also reduce the cost of owning and operating those facilities over their complete life cycle.

### **Coverage:**

The Sustainable Building Policy applies to all newly constructed municipal buildings and all large scale retrofit and renovation projects

### **Content:**

#### Leadership in Energy and Environmental Design (LEED)

LEED provides the framework and tools to build in an efficient, healthy and ecologically and fiscally responsible manner. LEED provides an integrated design process for building design. LEED is divided into categories. Each category has a series of design attributes for which a LEED credit is awarded.

The implementation of LEED is to bring forward the notion that the energy and performance of a building over its life, from the cradle to the grave, related to its impact on the environment.

This is to consider the building from inception as to how its materials are fabricated, how it is constructed, how it is maintained, operated, lifecycle and, eventually, how it is demolished.

#### LEED Certification

The Policy requires that:

- All newly constructed buildings be designed, as meeting the LEED certified rating at minimum.



- 
- Staff pursue the LEED certification when it can be demonstrated that the investment will be paid back through a reduction in operating costs over a period of 20 years or less, and that staff report to Council if there is a need for additional capital funding to achieve those savings.
  - In addition, the Township encourages the application of sustainable design principles during retrofit and renovation projects of its current structures where practical.

#### Inability of Projects to Reach LEED Certification

The ability to achieve LEED certification is governed by many variables. These include: building type (office versus industrial), location (rural versus urban) site conditions (brown fields versus green fields), the programmed use of the facility and the available financial resources and granting opportunities.

Some building projects may not be able to obtain a LEED certification. This does not necessarily mean a failure to implement sustainable initiatives, the purpose of the policy is to strive to meet the certification without undo building constraints or financial hardships. When applicable other sustainable guidelines and practices may be followed.

#### **Third Party Standards and Guidelines**

There are numerous third-party certification programs and standards which the Township may also choose to pursue, such as but not limited to:

LEED (Leadership in Energy and Environmental Design), [www.cagbc.org](http://www.cagbc.org)

Energy Star and R-2000 Home Certification, [www.nrcan.gc.ca/energy/efficiency/housing/new-homes/5057](http://www.nrcan.gc.ca/energy/efficiency/housing/new-homes/5057)

BOMA BEST, [www.bomabest.com](http://www.bomabest.com)

Quality Assured Passive House Certification (also available for non-residential buildings), [www.passivehouse.ca](http://www.passivehouse.ca)

Sustainable Sites Initiative, [www.sustainablesites.org](http://www.sustainablesites.org)