

Coordinating Committee

May 3rd, 2012

9:30 A.M. – 11:30 A.M.

**Peterborough Museum & Archives – Fine Annex
Museum Drive at 300 Hunter Street East**

Minutes

Members Present: Linda Slavin, Ken Doherty, James Embrey , Jeannette Thompson, Mike Hendren, Alex Tscherniak, Fred Irwin, Tom Cowie, Melanie Kawalec, Lois O'Neill , Trish O'Connor , Chantelle Held, Brigid Ayotte, Dave Clifford

Regrets: Stephen Hill, Charles Kidd, Sheridan Graham

1) Introductions

The meeting was called to order at 9:35am by Ken Doherty, Past Co-Chair of Sustainable Peterborough. Ken provided a brief overview of Sustainable Peterborough and the role of this committee which is to co-ordinate the activities defined in the Sustainable Peterborough Plan. Ken encouraged all members of the committee to visit the Sustainable Peterborough exhibit at the Peterborough Museum as it exemplifies what we are all about

2) Terms of Reference

a) Review draft Terms of Reference for approval (attached to agenda)

Motion by: Linda Slavin
Clifford

Seconded by: Dave

THAT the Committee adopt the Sustainable Peterborough Terms of Reference as a working document. CARRIED

The committee discussed membership terms whether we would alternate 1 year and 2 year terms. Although it was discussed that a definite term is preferable, it was decided that to keep options open. Ken asked all committee members to let Brigid know their intentions before the next meeting.

It was also suggested that the terms of reference include a provision for proxy votes. Although this is important to maintain quorum, it was felt that in order to maintain continuity it was important to identify a key person for the committee. However, if you are unable to attend then you are invited to ask someone from your organization to attend on your behalf.

Selection of a Chair and Vice Chair

Ken Doherty stepped down as Acting Chair. Chantelle Held assumed the chair.

Motion by: Dave Clifford

Seconded by: Linda Slavin

THAT Ken Doherty is nominated Chair of the Sustainable Peterborough Co-ordinating Committee for a 1 year period.

CARRIED

Ken assumed the Chair.

Motion by: Dave Clifford

Seconded by: Tom Cowie

THAT Linda Slavin is nominated Vice Chair of the Sustainable Peterborough Co-ordinating Committee for a 1 year period.

CARRIED

Motion by: Melanie Kawalec
Thompson

Seconded by: Jeannette

THAT the nominations be closed.

CARRIED

b) Review annual administrative budget (attached to agenda)

The Committee reviewed the proposed operating budget for the period April 2012 – March 2013. the 2013 budget will be discussed at the June meeting. The Chair congratulated Chantelle and the Executive Committee on getting the final report to the Federation of Canadian Municipalities (FCM). There are two more reports due. If there is residual money from the projects there will be a discussion as to how to incorporate those into the 2013 budget at the June meeting. The Committee asked that Chantelle provide an electronic copy of the final report to the FCM to the Committee. The Chair directed Chantelle to provide draft copies of Trillium and rural Secretariat final reports to committee members for feedback prior to submission. The Chair noted to the Committee that if they are making presentations to groups to contact either Brigid or Chantelle for copies of the Sustainable Peterborough Plan available on the memory sticks (with the seeds).

The Committee was pleased with the response from the townships and the county. At this point all but 3 communities have adopted the plan and have become a partner.

3) Review Roles and Responsibilities

a) Roles and responsibility table (see Terms of Reference)

4) Set Committee meeting schedule

The Committee discussed and decided that they will meet in June and then bi-monthly starting in September. The meetings will be the 2nd Friday of the meeting month at 9am

5) Community Outreach

a) Speaking events – what is our role, which ones to attend, who would like to speak

The Committee discussed the need to have people that can present the plan to various organizations. It was decided that a sub-committee focused on communications and marketing was needed. The committee will consist of Melanie

Kawalec, Fred Irwin, Linda Slavin and Ken Doherty. Fleming College, Kawartha Heritage and Smith Ennismore Lakefield all offered to provide a resource from their organizations to this committee. The sub-committee will provide a report at the next committee.

b) Community Outreach – what is our role, which ones to attend, who would like to participate

Staff is currently working on upgrading the membership package and creating a PowerPoint presentation.

6) Community Partners

a) Partnership benefits & recognition: use of signage and/or logos

Chantelle provided the Committee with an overview of what the Fleming students have developed to try to get businesses to be partners. Since the students have left, Mike and Linda have taken on that role. The committee decided that we need to form a small sub-committee to take on this initiative and help synthesize information. Linda Slavin and Mike Hendren volunteered to be on this sub-committee and Melanie Kawlec and Chantelle Held would be the staff resource for marketing.

b) Current membership

Staff updated the committee on the current membership which is about 30-33 organizations. The Chair asked that an updated membership list be presented at each meeting to understand where we are at with membership. Going forward Brigid will be responsible for following up with champions, talking to businesses about what actions are being undertaken and updating the inventory on the website. It is a requirement of the funding to keep track of initiatives. Chantelle and Melanie have had a preliminary meeting with Peterborough Technology Services (PTS) to develop a database for action inventory which co-ordinators can take and translate into strategic action or priority action items. Staff will confirm with PTS if a prototype could be demonstrated at the September meeting.

7) Short Term Opportunities

a) Review ORCA draft policy report regarding sustainability and climate change

Melanie Kawalec has circulated a copy of ORCA's policy report regarding sustainability and climate change. ORCA is inviting comment on the policy document. The primary focus is to look at the impact of their actions on climate change. It is important that Sustainable Peterborough is aware of community initiatives to minimize confusion or the perception of duplication of efforts with decision makers. Need to focus promotional efforts on promoting the overall plan.

b) Doors Open Peterborough considers a Sustainable Theme for May 2013 Event

The Chair updated the Committee on the proposed theme for Doors Open Peterborough in May 2013. The idea is to look at adaptable re-use of buildings in our community – i.e. old post office, teachers college, rugby house. At some point in the near future they may ask us for input/support.

8) Goals for the Year : Deferred

9) Next Steps: Deferred

10) Other Business

a) Establishment of working groups

The Chair proposed that as part of our June meeting we discuss the establishment of working groups focused on specific initiatives that are considered priorities. As part of this discussion we should consider what capacity and resources are available to us to move projects forward.

b) Museum display

A question came up about the museum display and whether parts of it could be used to reinforce some of the projects they are doing – i.e. bicycle at purple onion festival. Chantelle will discuss with the Museum. She is currently talking with representatives about the possibility of web education. Perhaps have the Education Co-ordinator from the museum give a talk that we video tape and load onto the

website. Chantelle is going to speak to Trillium to see if the funding they have allocated to web could be used for that.

11)Next Meeting – June 15th at 9am.

Motion to Adjourn: Dave Clifford
Meeting adjourned at 11am.