

**Coordinating Committee  
June 8<sup>th</sup>, 2010  
9:00 A.M. – 11:00 A.M.  
GPA EDC – 210 Wolfe Street, Peterborough, ON**

**Minutes**

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

**Regrets:** Mike Hendren, Charles Kidd

**1) Call to order/Opening Remarks**

The meeting was called to order at 9:05am by the Chair.

**2) Approval of the Agenda**

Motion by: Melanie Kawalec

Seconded by: Sheridan Graham

CARRIED

THAT the June 8<sup>th</sup> 2012 agenda be approved.

**3) Declaration of Pecuniary Interest**

None declared

**4) Approval of the May 3<sup>rd</sup>, 2012 Meeting minutes**

Motion by: Lois O'Neill

Seconded by: Dave Clifford

CARRIED

THAT the minutes from the May 3<sup>rd</sup>, 2012 meeting be approved with amendments.

**5) Sustainable Peterborough Priority Action Summary.**

Melanie Kawalec reviewed COMMREP 04-12, the priority action summary as of June 8<sup>th</sup>, 2012. During the update on the energy theme, Committee member

Stephen Hill noted that Trent University has a policy statement with regards to LEED certification that they must follow when considering new building or development. The Committee asked that he forward this policy statement to the secretary to distribute to the rest of the committee.

Following the update, it was noted that there needs to be a guideline or definition of what constitutes an activity or a project. The Committee recommended that Melanie, Chantelle, Stephen and Brigid define those as part of the database that is being built.

#### **6) Working Groups.**

The Committee discussed the idea that perhaps working groups should be established for key themes they want to focus their attention on for this year. The committee discussed the need to understand which themes we already have a number of activities taking place versus other themes where nothing has been done. There are some themes where there is a lot of duplication of efforts and as a committee it is important that we understand each initiative and perhaps bring them all together.

It was decided that the four key areas the Committee wanted to focus on were energy, water, food and land-use planning. The leaders for each of the working groups is as follows:

- Energy – Sheridan Graham
- Water – Jeannette Thompson
- Food – Linda Slavin
- Land-use planning – Jeannette Thompson

Each working group will present an update on activities at each of the Co-ordinating Committee meetings.

#### **7) Updated budget**

Motion by: Sheridan Graham                      Seconded by: Melanie Kawalec

THAT the updated budget report as of June 8<sup>th</sup>, 2012 be received.

#### **8) Approval of Revised Terms of Reference**

Motion by: Melanie Kawalec                      Seconded by: Jeannette Thompson

THAT the revised Terms of Reference be approved with the additional amendments:

- In the additional provision for proxy attendance, change the wording from “*exercised in the case of emergency*” to “*exercised as a last resort*”.
- In the same provision remove the (or meetings) and keep the word meeting singular.

The Chair made the request that if anyone has a change of position that may impact their ability to sit on the committee to please communicate with him so he may help address the vacancy.

#### **9) Sub-committee updates**

##### **COMMREP 02-12 Marketing and Communications Update**

Moved by: Steven Hill

Seconded by: Dave Clifford

THAT staff move forward with ordering a quantity of 250 bamboo memory sticks.

THAT staff not have any SP plans printed.

THAT the Co-ordinating committee authorize the Marketing & Communications sub-committee to decide on appropriate design work and move forward with the production of marketing materials.

THAT COMMREP 03-12 Membership Update be received and that the Partnership sub-committee review and submit a list of possible events/festivals to promote Sustainable Peterborough at the next Co-ordinating Committee meeting.

Melanie updated the Committee on the database program being developed to integrate into the website. The intension is that the database will be community fed but monitored for quality control by staff. The Committee requested that the database be presented at the September meeting.

#### **10) Goals for the Year - Draft Workplan for Co-ordinators**

Deferred to next meeting

#### **11) Museum Display**

There is a video of the museum display being shot today. This will include commentary about the exhibit and will be featured on our website

#### **12) Next Meeting – September 14<sup>th</sup>, 2012**