

## Minutes

**Sustainable Peterborough Coordinating Committee  
GPA EDC – 210 Wolfe Street, Peterborough  
January 10, 2013 from 9 a.m. to 11 a.m.**

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**Present:** Ken Doherty, John Knight, Jeannette Thompson, Sheridan Graham, Cheryl Lyon, Linda Slavin, Larry Stinson, Peter Hughes, Brigid Ayotte, Tom Cowie, Melanie Kawalec, Anca Pascalau, Katie Allen

**Regrets:** Stephen Hill, Mike Hendren, David Clifford, Lois O'Neill, Trish O'Connor

**Guest presenter:** Debra Soule

### 1. Call to order/Opening Remarks

Meeting was called to order by the Chair at 9:05 a.m.

### 2. Introductions

Roundtable introductions

### 3. Approval of Agenda

Moved by: Sheridan Graham

Seconded by: Tom Cowie

**THAT the Agenda for the January 10th meeting be approved.**

MOTION CARRIED

### 4. Declaration of Pecuniary Interest

None declared.

### 5. Approval of the November 15th, 2013 Minutes

Moved by: Linda Slavin

Seconded by: Melanie Kawalec

**THAT the minutes of the November 15th, 2013 meeting be approved.**

MOTION CARRIED

### 6. Presentations

a) 2013 Report Card – Anca Pascalau

For brand recognition purposes the 2013 Report Card will retain the format and style of the 2012 Report Card.

Changes made to the 2013 Report card:

- New colour scheme (blue)
- Will meet accessibility standards (AODA compatible) by increasing font size
- Double in size to 16 pages
- Display a wider variety of photos
- Will provide an actual list of all SP partners, making distinction between Government Partners and Community Partners
- Add Twitter and Facebook information

Over 300 action items were collected from all partners. Collecting the information proved to be somewhat of a challenge at times, but with persistence and creativity all government partners and many community partners are now represented. In 2014, while designing the new SP website, new, more user friendly and visually appealing data collection models will be explored. Moreover, the data will be collected throughout the year, in order to lessen the pressure of collecting all data at the end of the year. Katie will collect action items as soon as new partners sign up.

Ken Doherty commented on how important and enjoyable the Report Card presentations to township councils were last year; they also encouraged healthy competition among the various townships. Ken expressed that, with a growing number of partners and accomplishments, the format of the 2014 Report Card may need to be re-thought, due to a larger amount of information to be shared. The Municipal Cultural Plan is currently creating its first Report Card and is drawing from the Sustainable Peterborough Report Card.

b) City of Peterborough's Cultural Map – Debra Soule, Cultural Planner, City of Peterborough

Debra's presentation can be seen [on our website](#).

Debra noted that 2 maps are still outstanding. The Natural Heritage map has not yet been created as other City departments are doing that work. The Intangible culture map involves a large body of work and it will be completed in phase 2 of the project.

## **Administration**

a) Grant proposal update – Melanie Kawalec

The two applications have been drafted, will be presented to the GPAEDC Board, and will be ready for submission for the March 1st deadline; we will know the results by June or July. If approved, the project will commence in July and run for 2 years. The RFP for consulting teams will go out through Sheridan at County, the consultants will have the option to choose rural or urban sector if they have a preference.

FCM must be a municipal application and we will apply through the GPAEDC for Trillium. Melanie contacted FCM to find out whether we can also apply through the GPAEDC to the FCM.

FCM expressed excitement in seeing our application due to the fact that we are a smaller municipality, and smaller municipalities typically have not applied. They are also excited to see 2 First Nations included in the Peterborough Area, as well as lower tier municipalities.

b) Partnership Recruitment - Katie Allen

A copy of Katie's report can be read [on our website](#).

c) Financial statement to Dec. 31, 2013 – Anca Pascalau

Not all expenses have yet been posted so a final, accurate and up to date financial statement will be available at the next meeting, once all expenses are posted and the year is reconciled.

Ken noted that the surplus of funds will decrease going forward as SP now employs a Partnership Developer and a dedicated Coordinator, as well as extra funds may be used for additional time staff will dedicate to other projects, such as the climate change project. Ken also noted that City and County have committed to fund SP for 2014 by contributing \$30,000 each, to a total of \$60,000.

Approval of financial statement as presented.

**THAT the Sustainable Peterborough Coordinating Committee approve the financial statement.**

Moved by: Sheridan Graham

Seconded by: Melanie Kawalec

MOTION CARRIED

d) Sustainable Peterborough Coordinating Committee Membership Review – Melanie Kawalec

In December 2013 the Coordinating Committee members were asked whether they would like to renew their SP CC membership for an additional 2 year term or step down.

Ken Doherty, Linda Slavin, Melanie Kawalec, Sheridan Graham, Peter Hughes, Tom Cowie, Jeannette Thompson, Stephen Hill, Cheryl Lyon, Larry Stinson, Brigid Ayotte, John Knight (pending GPAEDC board approval) have expressed an interest in renewing for an additional 2 year term.

Mike Hendren's membership was revoked due to lack of attendance to SP CC meetings.

Trish O'Connor, David Clifford, Lois O'Neill have chosen to step down.

The 4 vacancies were discussed and the Committee agreed that Eleanor Rath of Otonabee South-Monaghan Township, Cindy Page of Cavan Monaghan Township and Meredith Carter or Jennifer Clinesmith from ORCA be approached to join the SP CC. Trish O'Connor

has expressed an interest in sourcing out a replacement for herself within Fleming, the SP CC is comfortable with that idea.

## **7. Working Groups update**

### a) Climate Change – Melanie Kawalec

The Climate Change Consortium has been postponed and will now take place sometime in February.

### b) Energy – Sheridan Graham

AMO, Sheridan Graham and Melanie Kawalec are hosting a LED street light workshop for municipalities during the 2<sup>nd</sup> or 3<sup>rd</sup> week of February.

Melanie will present on the Peterborough Sports and Wellness Centre' LEED certification and the relationship with Fleming to the SP CC. John Knight commented that Trent has 2 LEED certified buildings. A suggestion was made that ½ day workshops on LEED certification, perhaps include site visits, be hosted in collaboration with Trent, Fleming, Melanie Kawalec, etc, could take place at the Sisters of St. Joseph LEED building – sometime in the first half of 2014.

Melanie maintains a database of all City County buildings that are LEED certified, the list could also be housed on the new SP website.

Jeannette mentioned that there are many new buildings not LEED certified but built following the LEED model.

The Camp Kawartha outdoor education centre is LEED certified, perhaps a SP CC meeting could take place there.

## **8. Membership Profile – Peterborough GreenUp – Peter Hughes**

A copy of the presentation can be seen [on our website](#).

## **9. Roundtable Update**

- Ken Doherty – 10<sup>th</sup> anniversary of municipal cultural planning forum, Ken to share the report at a later date; will work with townships and County to move forward with more cultural mapping.
- Jeanette Thompson-Selwyn Township donated land to Habitat for Humanity in Lakefield.
- Cheryl Lyon – Transition Town started planning for the 2014 Purple Onion Festival, to take place on Sept. 21<sup>st</sup>. They are partnering with 4RG for the painted rain barrel contest. Transition Town is hosting an expo centered on personal health on May 3<sup>rd</sup>. The Sacred

Water Circle is taking place during the 1<sup>st</sup> weekend in May, focusing on water protection and the concept that water is sacred.

- Larry Stinson – The staff report on renewable energy was not endorsed by the board; will continue seeking endorsement.
- Tom Cowie – Hiawatha First Nation finished mapping of wells and septic; will adopt a land management plan in 2014.
- Melanie Kawalec – The City handed out 867 low flow toilet rebates in 2013. Water meters will be installed in 2014.
- John Knight – Tuesday, February 4<sup>th</sup>, the Chamber is hosting Business After Hours at Trent University.

**10. Other Business**

The SP CC is in agreement to reschedule the February meeting to take place on Friday, February 14<sup>th</sup>.

**11. Next Meeting – February 14th, 2014 from 9 a.m. to 11 a.m.**