

Minutes

**Sustainable Peterborough Coordinating Committee
Doris Room - Peterborough City Hall
January 15, 2015 from 12:30 p.m. to 2:30 p.m.**

Present: Ken Doherty, Brigid Ayotte, Meredith Carter, Jeannette Thompson, Jenny Olauson, Tom Cowie, Cheryl Lyon, Sheridan Graham, Melanie Kawalec, Linda Slavin, Stephen Hill, John Knight, Dawn Berry-Merriam, Anca Pascalau, Katie Allen

Regrets: Larry Stinson, Peter Hughes, Pat Kemp

Guests: Ewa Jackson, Mike Dean, Liz Nield, Jeff Garkowski, Christopher Lyon, Nik Afonin

1. Call to order/Opening Remarks

Meeting was called to order by the Chair at 12:35 a.m.

2. Introductions

Roundtable introductions were held

3. Approval of Agenda

Moved by: Sheridan Graham

Seconded by: Dawn Berry-Merriam

THAT the Agenda for the January 15th meeting be approved.

MOTION CARRIED

4. Election of Sustainable Peterborough Committee Chair and Vice-Chair

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

Motioned by: Sheridan Graham

Seconded by: Dawn Berry-Merriam

MOTION CARRIED

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

Motioned by: Brigid Ayotte

Seconded by: Dawn Berry-Merriam

MOTION CARRIED

5. Declaration of Pecuniary Interest

None declared.

6. Approval of the November 20, 2014 Minutes

Moved by: Brigid Ayotte

Seconded by: Tom Cowie

THAT the minutes of the November 20th, 2014 meeting be approved.

MOTION CARRIED

7. Presentations

- Adventures in Portlandia – Ken Doherty – a copy of the presentation is available [on our website](#).
- Trent Source Water Protection Plan – Meredith Carter – a copy of the presentation is available [on our website](#).

8. Administration

a) 2014 Report Card update – Anca Pascalau

We are starting to ramp up for the 2014 Report Card. As mentioned at the last meeting, the new data submission deadline for the report card is February 1, 2015. This new deadline was selected in order to better accommodate our partners' schedules. It was selected in collaboration with our municipal partners and was approved by the Sustainable Peterborough Executive Committee. Reminder emails were sent to SP partners encouraging them to submit their list of sustainable accomplishments for 2014. Anca also encouraged the Coordinating Committee members to start submitting sustainable accomplishments on behalf of their organizations.

b) SP website update – Anca Pascalau

Work on the website is almost complete with an expected launch date towards the beginning to mid February.

c) 2014 Year End Financial Statement (unreconciled) – Anca Pascalau

The 2014 Year End Unreconciled Financial Statement was distributed to the committee via email prior to the meeting. 2014 incurred expenditures were over-budget by approximately \$12,000 (exact figure will be communicated once all year end expenses are posted and the account reconciled).

Motion to receive the 2014 Year End Unreconciled Financial Statement

Moved by: Sheridan Graham

Seconded by: John Knight

THAT the YTD financial statement be received

MOTION CARRIED

Motion to approve a draw from the unspent funds account (also referred to as the reserve fund) of up to \$12,000 to be re-allocated to the 2014 year

Moved by: Jeannette Thompson

Seconded by: Tom Cowie

THAT up to \$12,000 be re-allocated from the reserve fund to the 2014 year.

MOTION CARRIED

d) 2015 Draft Budget – Anca Pascalau

The 2015 Draft Budget was distributed to the committee via email prior to the meeting. As the draft budget budgeted for a deficit, the committee asked for more time to think and make a decision at the next meeting.

THAT the decision on the 2015 Draft Budget be deferred until the May Coordinating Committee meeting.

Moved by: Jeannette Thompson

Seconded by: Linda Slavin

MOTION CARRIED

f) Partnership Recruitment – Katie Allen

Katie's Report is available [on our website](#).

g) Strategic Planning Session – Sheridan Graham

Sheridan sought proposals from 3 consultants/facilitators. Her recommendation was to proceed with LURA Consulting, as their report was the most comprehensive and quoted the lowest cost of the 3. She further recommended that funds from the reserve fund be used to cover the costs associated with the Strategic Planning Session.

Suggestions from the Coordinating Committee included a 3rd party 360 degree assessment of Sustainable Peterborough. This can be accomplished by interviewing a few key people in the area, individuals who are not directly involved, municipal leaders, etc., in order to assess how others view SP, how we relate to other communities, suggestions moving forward. Sheridan expressed a concern over the additional cost associated with the added task, but offered to negotiate with LURA to re-work the proposal so that the additional work will stay within the presented budget.

THAT Sheridan Graham move forward with the proposed plan and the funds to cover costs associated with the Strategic Planning session be reallocated from the reserve fund.

Moved by: Jeannette Thompson

Seconded by: Melanie Kawalec

MOTION CARRIED

h) Handling of position papers/reports – Ken Doherty

Ken wished to address the confusion regarding adopting vs. receiving reports and papers. Ken made the distinction that when a document is received, it simply means that it was read/heard and simply received by the Committee. Adopting a document or report means that the document or report is now an official document of Sustainable Peterborough. The distinction between the two will be made clearer for all reports and documents going forward.

9. Working Groups update

Food and Farming – Dawn Berry Merriam

The group is meeting with Jeff Leal on February 3, will be presenting him with the reports in an effort on moving forward with them.

The 3rd Food and Farming Summit is taking place on March 24th. The intent is to present the reports and engage participants from the other summits, and to gather ideas on how to move forward and who will get involved.

3 meetings of the 25% initiative took place, they are moving forward with research with the assistance of Trent and Fleming students.

Climate Change – Stephen Hill

Nothing new to report, the group will be brought up to date with the Climate Change Action Plan by LURA in the upcoming presentation at the end of this meeting.

Energy – Sheridan Graham

City, County and townships are working on data collection for the CCAP project with ICLEI.

The majority of townships are moving forward with the street lighting retrofit.

Melanie Kawalec updated that Peterborough Utilities was awarded 32 out of 34 solar applications by the OPA, all must be up and running within 18 months of approval.

Healthy Kids Community Challenge – Ken Doherty

Ken Doherty made the update on behalf of Larry Stinson. The group is being held up by the funding piece, they haven't yet received the funding agreement. The Steering Committee was formed and will meet on January 28th.

9. Roundtable Update

- Sheridan Graham – County staff is undergoing preparations to build a courtyard garden
- Jeannette Thompson – the public road improvement program, part of the Community Improvement Plan, is moving forward soon
- John Knight – Peterborough Economic Development announced that Bell Fibe is coming to Peterborough. Bell is willing to help startup companies related to digital technologies.
- Dawn Berry-Merriam – The Peterborough Social Planning Council released the updated Quality of Life Report.
- Linda Slavin – reminded everyone to attend ReFRAME

- Stephen Hill – It is now official that the province of Ontario is moving forward with carbon pricing.
- Jenny Olauson – the Fleming School of Business adopted and mandated sustainability all across. Jenny is looking for projects for her Project Management students.
- Cheryl Lyon - Cheryl referenced the Local Food Month presentation she made at the last meeting. The Peterborough Economic Development Strategic Plan has a strong emphasis on “local” and will support the Kawartha Choice brand moving forward. Cheryl asked for support from the Committee to request that the Mayor and Warden proclaim September “Local Food Month”.

THAT the Sustainable Peterborough Coordinating Committee is in support of the request to the Mayor and Warden to proclaim September “Local Food Month”

Moved by: Dawn Berry-Merriam

Seconded by: Cheryl Lyon

MOTION CARRIED

10. Other Business

11. GPA Climate Change Action Plan project update – LURA consulting – the presentation is available [on our website](#).

12. Next Meeting – March 26, 2015

Motion to adjourn

Moved by: Jeannette Thompson