

Minutes

**Sustainable Peterborough Coordinating Committee
Sutherland Room - Peterborough City Hall
March 26, 2015 from 12:30 p.m. to 2:30 p.m.**

Present: Ken Doherty, Meredith Carter, Jeannette Thompson, Tom Cowie, Cheryl Lyon, Melanie Kawalec, Linda Slavin, Dawn Berry-Merriam, Amber Dickinson, Trish O'Connor, Anca Pascalau,

Regrets: Larry Stinson, Peter Hughes, Jenny Olauson, Sheridan Graham, John Knight, Katie Allen, Stephen Hill, Brigid Ayotte

Guests: Ewa Jackson, Liz Nield, Jeff Garkowski, Ian Knott, Jacob Rodenburg, Cathy Dueck

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. The Chair welcomed Amber Dickinson as the new member of the Sustainable Peterborough Coordinating Committee

3. Approval of Agenda

Moved by: Jeannette Thompson

Seconded by: Melanie Kawalec

THAT the Agenda for the March 26th meeting be approved.

MOTION CARRIED

4. Declaration of Pecuniary Interest

None declared.

5. Approval of the January 15, 2015 Minutes

Moved by: Tom Cowie

Seconded by: Cheryl Lyon

THAT the minutes of the January 15, 2015 meeting be approved.

MOTION CARRIED

6. Presentations

- Camp Kawartha Environmental Stewardship Framework – Jacob Rodenburg and Cathy Dueck – a copy of the presentation is available [on our website](#).
- Tour of the new [Sustainable Peterborough website](#) – Anca Pascalau

7. Administration

a) 2014 Report Card update – Anca Pascalau

Anca is working with a new graphic designer on the 2014 Report Card. They are in the process of finalizing the design; the layout was slightly updated for a fresher, more contemporary look. At Melanie's suggestion, we are using elements of the Climate Change Action Plan design and colour palette. The Report Card will soon be finalized and the printed copies are expected mid-April.

b) 2014 Year End Financial Statement (reconciled) – Anca Pascalau

The 2014 Year End Reconciled Financial Statement was distributed to the committee via email prior to the meeting. At the January meeting a motion approved reallocation of up to \$12,000 from reserve to cover 2014 deficit. 2014 is now reconciled and the exact amount reallocated is confirmed at \$11,275, leaving \$45,866.54 in reserve.

Motion to receive the 2014 Year End Reconciled Financial Statement

Moved by: Tom Cowie

Seconded by: Meredith Carter

THAT the YTD financial statement be received

MOTION CARRIED

c) Reserve – Ken Doherty

If an organization has a reserve containing more than the equivalent of 3 months' operating expenses, it raises questions as to whether the organization is in need of further funding. Sustainable Peterborough has a large reserve due to the fact that when Brigid Ayotte was in the role of Sustainability Coordinator she solely billed for the time spent on SP, which was not as much as originally budgeted. Sustainable Peterborough also historically sought funding for projects such as a website redesign, marketing materials, etc, projects which, due to lack of time and a dedicated Sustainability Coordinator role, were not accomplished. We have completed some of those projects last year, therefore required a draw from reserve to cover those expenses. We will also be using funds from the reserve to fund special projects such as the upcoming Strategic Planning Session. The Chair also noted that a draw from reserve cannot occur without approval from the Sustainable Peterborough Coordinating Committee.

d) 2015 Budget – Anca Pascalau

The [2015 Draft Budget](#) was circulated to the Coordinating Committee via email prior to the meeting. Some concerns were raised regarding the amount Sustainable Peterborough pays Peterborough Economic Development for the Service Agreement. Ken Doherty explained that according to his research the amount reflects market value rent for office space in the downtown area. Moreover, the Service Agreement amount includes much more than just rent, also utilities, access to meeting rooms, office supplies, and access to the services of the director of operations, human resources, bookkeeper, and accountant. PED is an ideal location for Sustainable Peterborough because it is also a joint City/County entity on the governance side, co-funded by the City and the County, and represents the Greater Peterborough Area, just like Sustainable Peterborough. We have achieved a harmonious relationship with PED, Anca has a great working relationship with the director of operations and the accounting department, as well as all other staff. PED also served as the lead applicant for those grant applications on which the City or the County could not be the lead applicant due to application restrictions. The

Chair agreed that upon renewal of the service agreement other rent quotes will be sought to compare value.

Motion to approve the 2015 Budget

Moved by: Jeannette Thompson

Seconded by: Linda Slavin

THAT the 2015 Budget be approved

MOTION CARRIED

e) Partnership Recruitment – Anca Pascalau

In Katie's absence Anca presented Katie Allen's Partnership Development report, which can be read [on our website](#).

f) Strategic Planning Session – Anca Pascalau

Anca delivered this update on behalf of Sheridan Graham. The Strategic Planning Session is moving forward, scheduled for April 9, 9am-4pm, in the Peterborough EMS Boardroom, located at 310 Armour Road. The agenda will be provided before the session.

g) FCM Sustainable Cities Conference – Melanie Kawalec and Anca Pascalau

This conference is the best one to attend, in that the collective consciousness, passion and energy of all participants is inspiring and energizing. It's amazing to meet so many people from across Canada and learn about the sustainable initiatives undertaken in their communities. The Sustainable Peterborough model was admired and, upon request, Anca provided copies of the Report Card and website URL to a few participants in the various workshops she attended. The Awards ceremony is inspiring and likely next year the Greater Peterborough Area will be recognized because of our unique Climate Change Action Plan.

8. Working Groups update

Food and Farming – Dawn Berry Merriam

The 3rd Food and Farming Summit was held on March 24th. 48 people were in attendance, representing a variety of roles within the food system, growers, producers, people interested in the food culture. The 3 reports were presented, and the group talked about other work being done. There was a good discussion about "What to do next". The report on the Summit will be finished and circulated by the end of April.

The 25% shift to local food counter has become the topic of a Trent student thesis.

Climate Change – Melanie Kawalec

The group met earlier today. Dr. Karen Morrison's report on climate change and its impact on health is available [on our website](#).

Stephen Hill and Al Slavin worked on a position paper in response to the Ontario Climate Change discussion paper, on behalf of the Climate Change Working Group. The Sustainable Peterborough

Coordinating Committee should also submit a position paper in response to the Ontario discussion paper. The 45 day review period ends on Sunday, March 29th, so unfortunately there was no time to circulate the draft in advance. Due to the tight deadline, Melanie recommends that the position paper be referred to the Executive Committee who will draft a response on behalf of the Coordinating Committee and then circulate the paper to the Coordinating Committee.

Motion to approve that the SP CC position paper be referred to the Executive Committee

Moved by: Jeannette Thompson

Seconded by: Trish O'Connor

THAT the SP CC position paper in response to the Ontario Climate Change discussion paper be referred to the Executive Committee

MOTION CARRIED

Energy – Anca Pascalau (on behalf of Sheridan Graham)

There hasn't been a new meeting of the Energy Working Group, it kind of rolled into the Climate Change project.

Healthy Kids Community Challenge – Ken Doherty

Ken Doherty made the update on behalf of Larry Stinson. The funds are expected to be released mid-June. Once the funds are received, the group will commence the recruitment process for a coordinator.

Sustainable Peterborough Business Initiative – Melanie Kawalec

The group is hosting a workshop on the Steamwhistle sustainability story.

9. Roundtable Update

- Melanie Kawalec – 2nd Peterborough Climate Change Town Hall is taking place Monday, March 30th, at Market Hall
- Amber Dickinson – thanked the Coordinating Committee for giving her the opportunity to sit on the Committee
- Trish O'Connor – On May 8 Fleming is hosting an event on water, in partnership with the Sacred Water Circle
- Dawn Berry-Merriam – Soupfest is taking place again this year, on April 1
- Linda Slavin – the Raging Grannies will be participating in Earth Day activities
- Meredith Carter – April is Earth Month. ORCA will be hosting and participating in many Earth Day activities, such as school yard cleanup, Jackson Park cleanup, etc. Meredith will liaise with Anca to post these events on the Sustainable Peterborough website.
- Tom Cowie – All Hiawatha buildings have been switched to low flow toilets
- Cheryl Lyon – Thanked the Coordinating Committee for their support in the Local Food Month initiative. The Mayor signed the proclamation to declare September 'Local Food Month'.
- Jeannette Thompson – Local Girl Guides secured a \$2500 tree planting grant. The tree planting will take place on May 9th at Chemong Park, in collaboration with ORCA
- Ken Doherty – The Transit Division will present a report at the upcoming Committee of the Whole meeting on provision of service and a proposal on geared for income bus passes.

10. Other Business



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

The Committee agreed that the Climate Change Action Plan work needs to align with Official Plan reviews for the City (through June) and the County (later in the year).

Melanie sought Coordinating Committee support to request that FCM open PCP membership to First Nations.

THAT the Sustainable Peterborough Coordinating Committee is in support of the request to the Federation of Canadian Municipalities to open Partners in Climate Protection membership to First Nations

Moved by: Jeannette Thompson

Seconded by: Linda Slavin

MOTION CARRIED

12. Next Meeting – May 28, 2015

Motion to adjourn

Moved by: Jeannette Thompson