

Minutes

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

Present: Ken Doherty, John Knight, Stephen Hill, Cheryl Lyon, Jeannette Thompson, Melanie Kawalec, Linda Slavin, Larry Stinson, Brianna Salmon, Brigid Ayotte, Dawn Berry-Merriam, Trish O'Connor, Anca Pascalau, Katie Allen

Regrets: Jenny Olauson, Meredith Carter, Amber Dickinson

Guests: Karen Jopling, Jeff Garkowski, Liz Nield

1. Call to order/Opening Remarks

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

2. Closed Session: MUNICIPAL ACT, 2001, Section 239 (2) (b) Personal Matters about an identifiable individual, including municipal or local board employees

Moved by: Stephen Hill

Seconded by: Larry Stinson

THAT the meeting move into Closed Session.

MOTION CARRIED

Moved by: Stephen Hill

Seconded by: Jeannette Thompson

THAT the meeting exit Closed Session and resume public meeting.

MOTION CARRIED

3. Introductions

4. Approval of Agenda

Moved by: Brigid Ayotte

Seconded by: Jeannette Thompson

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

MOTION CARRIED

5. Declaration of Pecuniary Interest

None declared.

6. Approval of the September 24, 2015 Minutes

Moved by: Brigid Ayotte

Seconded by: Cheryl Lyon

THAT the minutes of the September 24, 2015 meeting be approved.

MOTION CARRIED

7. Presentations

Climate Change Action Plan – LURA Consulting – the presentation is available [on our website](#).

During the presentation, the level of engagement with the agricultural sector was raised. The team will be organizing a meeting with the Peterborough Economic Development Agriculture Committee (including the Food and Agriculture Task Force) for further discussion.

It was also noted that the Peterborough County Federation of Agriculture is currently developing a strategic plan and there is opportunity to engage with them.

A suggestion was brought forward to connect with Trent Environmental Communication program to help with videos or other visualizations.

8. Administration

- Strategic Plan Update – Melanie Kawalec

The document was distributed with the pre-meeting package and can be read [on our website](#).

- Coordinating Committee membership renewal – Ken Doherty

All Coordinating Committee members have confirmed they will remain on the Committee, except for one who has not yet responded. Membership renewals will be formalized at the January meeting.

- Coordinating Committee Terms of Reference – Ken Doherty

The draft was distributed with the pre-meeting package for feedback and discussion today. It will receive formal approval at our January meeting.

Feedback on the draft terms of reference included:

- attendance requirement
- strengthen working around diversity of the SP CC

-First Nations representation

The presence of youth was also discussed and the consensus was to establish a Youth Working Group that would provide updates to the SP CC through the County. The Youth Working Group membership would contain Trent, Fleming, as well as high school students. Stephen Hill, Jeannette Thompson and Trish O'Connor formed a Youth Working Group subcommittee to spearhead the initiative and oversee the Working Group in the future.

- Working Groups membership approval – Ken Doherty

Approval of all Working Groups' Membership will take place at the January meeting.

- Communications Sub-committee Update – Melanie Kawalec

Working on design for two pop-up banners and rack card.

- 2016 Calendar High Level Overview – Anca Pascalau

The calendar was distributed with the pre-meeting package and is available [on our website](#).

- 2016 Coordinating Committee Meetings Schedule – Anca Pascalau

Melanie has taken on the task of scheduling all SP CC and CCAP meetings as to maximize attendees and the consultants' time and travel efficiencies. The dates have been determined but not the meeting times as of yet. Melanie will inform Anca as to what the meeting times will be at which point Anca will send calendar appointments to the Coordinating Committee.

- Sustainable Peterborough Celebration Event and Partner Recognition Awards – Anca Pascalau

The event is intended to recognize the SP partners and serve as an official project launch for the Climate Change Action Plan. During the CCAP portion of the evening, milestone 1 awards will be handed out. The event is tentatively scheduled for the end of January, but we are still waiting to hear on Glen Murray's availability as keynote speaker before finalizing the details. To recognize our partner organizations, the Executive Committee proposed the idea of incorporating an awards ceremony as part of the event, with the intent of it becoming an annual occurrence. The Event Planning Subcommittee, made up of Anca Pascalau, Amber Dickinson, Linda Slavin and Jennifer Guerin, is proposing 11 awards - one for each theme area. A rough estimation of the cost is \$3000 which we propose to fund from Reserve.

The Awards Nomination Form draft was circulated to the Committee with the pre-meeting package. Feedback from the committee included: remove the 11 theme areas and replace with awards per organization type; keep the 11 theme areas; simplify the criteria.

The subcommittee will do their best to edit the nomination form to incorporate the feedback received and will circulate to the SP Coordinating Committee for approval via email in the coming week.

- 2015 Report Card – Anca Pascalau

The new Report Card Subcommittee was formed and its members are: Anca Pascalau, Eleanor Rath, Meredith Carter, Cheryl Lyon, Cara Walsh, Jeannette Thompson. The subcommittee is meeting on December 8.

The data submission deadline is January 29th, everyone is encouraged to submit their accomplishments no later than that date to be considered for inclusion in the Report Card. The deadlines are extremely tight this year since we were committed to distribute the Report Card through Peterborough This Week on April 20, so unfortunately we are unable to be as accommodating as we have been in the past with late submissions.

- 2015 Financial Statement – Anca Pascalau

No discussion

- 2016 Draft Budget – Anca Pascalau

Ken is meeting with Barb vanVierzen to discuss lowering the amount of our service agreement with Peterborough Economic Development from \$21,000 to \$14,000.

- Partnership Recruitment – Katie Allen

Katie's report was distributed with the pre-meeting package and can be read [on our website](#).

Motion to receive all the administrative updates

Moved by: Brianna Salmon

Seconded by: Dawn Berry-Merriam

THAT the administrative updates be received.

MOTION CARRIED

9. Working Groups update

Food and Farming – Dawn Berry-Merriam

The urban agriculture report is still being edited. Karen Jopling noted that the soil classification project is a high priority for the County.

Energy – Karen Jopling

The OFA AGM voted to support no solar projects on lands class 1-4. Melanie noted that the Energy Working Group is looking at AMO as the local authority service to take on a consulting role on employee engagement for municipalities to reduce energy usage for municipal corporations. A workshop for the City and County will be offered in the spring.

Healthy Kids Community Challenge – Larry Stinson

The Coordinator was hired, money received, needs assessment completed.

Sustainable Peterborough Business Initiative – Melanie Kawalec

Working with Doors Open to showcase sustainable repurposed buildings, currently working on draft list of buildings.

Water – and Melanie Kawalec

Working on 3rd Town Hall with Trent, on Climate Change and Water, coming in January or February.

10. Roundtable Update

- Jeannette Thompson – Selwyn partnered with Trent Lakes to develop a Community Improvement Plan for Buckhorn
- Larry Stinson – PCCHU moved
- Linda Slavin – brought climate change cards which will be mailed to politicians, encouraged everyone to fill out one or more and take some for further distribution.
- Melanie Kawalec – PUI is purchasing a mobile water buggy, will be available in May, can be rented for a small fee.
- Trish O'Connor – Fleming implemented sustainability learning outcomes and presented at Indianapolis conference
- Ken Doherty – City Council approved the 2016 budget, groups can comment on budget and council to issue approval at the December 7th meeting.
- Katie Allen – has been accepted into a PHD program and will be moving to Ottawa, will be able to remain in her position as Partnership Developer until August 2016.
- Stephen Hill – students made posters for the Climate Rally at Trinity Church. A bus from Peterborough to Ottawa will also be available for the Ottawa rally.
- Brigid Ayotte – Council directed staff to look into potential EV charger locations in Millbrook.
- Cheryl Lyon – the new Greenzine is out
- Brianna Salmon – GreenUP is negotiating staff transitions and is in the process of strengthening relationships with community organizations.

- John Knight - Trent University and the City of Peterborough signed a memorandum of understanding to move forward with the creation of the Trent Research and Innovation Park, an 85-acre development on Trent University's East Bank, that will contribute to leading-edge research and offer new opportunities for students while bringing jobs, attracting clean energy companies and development to the region.

10. Other Business

Motion to adjourn

Moved by: Larry Stinson