

# Sustainable Peterborough Business Initiative Working Group

## Meeting Minutes –January 19, 2015

Attended: **Natalie Ambler**, Swish Maintenance Ltd.  
**Rob Arkell**, Cambium Inc.  
**Craig Mortlock**, Mortlock Construction  
**Andre De Bellefeuille**, AE Electric (Guest)  
**Jeff Taylor** (Guest)

Attended: **Brigid Ayotte**, Cavan Monaghan  
**Cathy Mitchell**, GreenUP/Green Business Peterborough  
**Diane Camelford**, Lansdowne Place  
**Andrew Laing**, TD Bank Group  
**Mounira Benallou** – Peterborough Economic Development  
**Melanie Kawalec**, City of Peterborough  
**Linda Slavin**, Sustainable Peterborough

## Approve November 17<sup>th</sup>, 2014 Meeting Minutes

- Minutes approved – no changes

## Membership Update

- Introduction to Andre and Jeff
- Andre approved as working group member
- Both Andre & Jeff are:
  - keen to learn more about merits of SD in general
  - looking to gain better understanding of financial benefits of SD
  - need to get a better understanding of SPBI mandate
  - Action - Rob A. to email a few 'good' reads and/or video on introduction to SD. Also, Terms of Reference, SPBI Work Plan & Contact List
  - Action - If needed, Andre / Jeff to contact with review Terms of Reference, SPBI Work Plan & Contact List

## Feb. 3<sup>rd</sup> Chamber of Commerce – PBX Event @ GreenUP

- No issues with event by attending meeting members or from advance notice by email, therefore SPBI agreed to endorse event

## Work Plan Review

### SPBI Web page

- new page being as part of Sustainable Peterborough new website
- **Action** – Melanie & Cathy working to develop content

### Energy Conservation/Sustainable Construction Forum

- **Craig to chair the event, working with Melanie to coordinate this event - Note that Jessica Haines is now working for the OPA, another PDI contact will be necessary.**

Subcommittee: Melanie, Craig

### Fleming Project Management - Sustainability Assessments

- Rob and Cathy currently working with Fleming to complete 5 pilot assessments - seeking SMEs to participate: Habitat for Humanity (**Jeff to contact**), Mortlock (Craig), Swish (Natalie), Coach Canada (**Andre to contact**)
- need to produce a summary to give SMEs on what they can expect and resources needed (ex. One-pager) as a participant in the program
- **Cathy/Rob to follow up with Fleming and businesses to confirm dates**

### Steamwhistle Event

- Chamber of Commerce willing to partner
- sub-committee will meet target meeting by early February
- event delayed - looking to secure new date targeting event date in early March
- Rob to lead, Andre, Andy, Cathy (if not Cathy, then Natalie)

### SPBI Contacts List

- Carry over from last meeting - **Action: Cathy will build the Association Contact List and speak to association reps about communication and SPBI membership and involvement.**

### New Business:

- Meeting frequency – group agreed to maintain monthly meetings - important to keep events/volunteer on track
- Moving forward group agreed to seek to fill administration role - send out meeting reminders ½ weeks available will be helpful

**Next Meeting:** Monday, January 23<sup>rd</sup> – 3pm -4:30pm  
Cambium Inc.  
52 Hunter St E, Peterborough, ON K9H 1G5