

Sustainable Peterborough Business Initiative Working Group

Meeting Minutes –November 17, 2014

Regrets: **Natalie Ambler**, Swish Maintenance Ltd.
Rob Arkell, Cambium Inc. (Co-Chair)
Mounira Benallou, Joe Rees – Peterborough Economic Development (Guest)
Melanie Kawalec, City of Peterborough
Craig Mortlock, Mortlock Construction

Attended: **Brigid Ayotte**, Sustainable Peterborough
Cathy Mitchell, GreenUP/Green Business Peterborough (Co-Chair)
Diane Camelford, Lansdowne Place
Andrew Laing, TD Bank Group

Linda Slavin, Sustainable Peterborough

Guest : **Andre De Bellefeuille**, AE Electric

Approve October 20th, 2014 Meeting Minutes

- Minutes approved – incorporated changes from Melanie through email - no changes

Membership Update

- Peterborough Economic Development (PED) has joined as a member – Joe Rees or Mounira Benallou (Business Development Lead) will be the representative to attend in January
- we currently have 3 vacancies
- **Action: Rob** to ask Katie, Sarah, Terry to pursue their replacements
 - **Action: Craig** to invite Jeff Taylor Collins Barrow (accountant) out to next meeting as guest
 - **Action: Cathy** to ask Shane Palmer Green Eyewear Optical, DBIA,WBN, Food/retail sector
 - **Action: Mounira** Kawartha Manufacturer's Association
 - Action: Natalie is pursuing additional members as well – looking in larger manufacturers
- **Cathy checked with status of COIN:** Francis would like to stay in communication but wonders if membership on the committee is the best use of time. Will come as a guest to January meeting.
- Guest: **Andre De Bellefeuille**, A & E Electric is interested in being a part of SPBI and at the next meeting the committee will make this official.

Work Plan Review

- Consider sector specific value add for our initiatives (i.e. local food will be different from retail)

- Need to establish and communicate a clear & concise value proposition when pursuing new members or discussing what we do - what's our "sound byte" or compelling reason for joining
- Could be "focused on business improvement and networking" – will revisit this further at next meeting
- Group agreed that there should be a different process for SPBI "Endorsing" vs. "Creating" an event – agreed to use the following process
 - Creating an event – requires use of Decision Making Tool
 - Endorsing an event – Chair to send out to members to check for support
- Group agreed that we don't need to have quorum to hold meeting – group can meet and flow meeting notes to rest of group for comment/feedback

Upcoming Quarter Events – seeking subcommittee members for support

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.**
- Theme: how to make renovates/new builds more energy efficient – consider using LEED, energy efficiency, water efficiency, etc.
- tentative timing – March 4, 2015
- possibly hosting at KTTC – breakfast meeting best – mid week is best
- **Melanie to connect with Scott Fleming / Ted Brandon re how to get involved**

Subcommittee: Melanie, Craig

Fleming Project Management - Sustainability Assessment

- Cathy provided update on the program – Sustainability Training offered by Rob and Cathy, pilot lighting assessment walk through assessments happening end of November
- Set up 5 SME locations for assessment in second week of January 2015 – Cathy has secured 4 options to date
- Rob and Cathy are coordinating pilots at Cambium and GreenUP
- Other possible organizations for assessments – Sport & Wellness Centre / PED Office – see Melanie to coordinate
- Project contact: D'Arcy McKittrick, Faculty, School of Justice & Business Studies Fleming College Sutherland Campus Office A3128 T. 705.749.5530 x1329

Subcommittee: Andy, Andre, Rob, Cathy

January 2015 Event - Guest Speaker Steam Whistle

- Rob to initiate this event, need other committee members on board
- Panel discussion with local business owners
- At the meeting it was suggested that a beer event might be great! Smith -works, Publican, Primal Cuts could be panel members depending on shape of event.

Sub-committee: Andy, Cathy, Rob

Action: Subcommittees will meet before the next SPBI meeting, all SPBI please indicate to Cathy which committee you would like to be on if you have not done so already.

SPBI Contacts List

- At the last meeting it was decided that through good communication with the business associations our network info could reach a wide audience without us having to collect emails and get permission to send info on each event or initiative. **Action: Cathy will build the Association Contact List and speak to association reps about communication and SPBI membership and involvement.**

New Business:

- December meeting has been postponed until the new year, subcommittees will be meeting in the interim
- PDI will be reaching out the Peterborough businesses for feedback on conservation programs and needs. This is an opportunity for SPBI to act as a platform for meaningful feedback that can be used to develop conservation programs for 2016-2020 that are tailored to local businesses. Some discussion about how to get more SME involved in this process at the next meeting.

Next Meeting: Monday, January 19th 3-4:30pm
Cambium Environmental Inc
52 Hunter St E, Peterborough, ON K9H 1G5