

Minutes

**Sustainable Peterborough Coordinating Committee
Doris Room - Peterborough City Hall
January 26, 2015 from 2:30 p.m. to 4:30 p.m.**

Present: Ken Doherty, Cheryl Lyon, Jeannette Thompson, Melanie Kawalec, Linda Slavin, Brianna Salmon, Brigid Ayotte, Dawn Berry-Merriam, Trish O'Connor, Anca Pascalau, Sheridan Graham

Regrets: Jenny Olauson, Meredith Carter, Amber Dickinson, John Knight, Stephen Hill, Larry Stinson, Katie Allen

Guests: Claire Townshend

1. Call to order/Opening Remarks

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

2. Approval of Agenda

Moved by: Sheridan Graham

Seconded by: Dawn Berry-Merriam

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

MOTION CARRIED

3. Declaration of Pecuniary Interest

None declared.

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

Sheridan Graham nominated Ken Doherty for the position of Chair. Ken accepted the nomination with the stipulation that this will be his last term as Chair, after which he will remain on the Coordinating Committee for an additional year as Past Chair. No additional nominations were put forth.

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

Moved by: Sheridan Graham

Seconded by: Jeannette Thompson

MOTION CARRIED

Melanie Kawalec nominated Sheridan Graham for the position of Vice-Chair. No additional nominations were put forth.

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

Moved by: Melanie Kawalec

Seconded by: Brigid Ayotte

MOTION CARRIED

5. Introductions

Roundtable introductions were held.

6. Approval of the November 26, 2015 Minutes

Moved by: Jeannette Thompson

Seconded by: Brigid Ayotte

THAT the minutes of the November 26, 2015 meeting be approved.

MOTION CARRIED

7. Presentations

Healthy Kids Community Challenge – presentation by Claire Townshend. The presentation can be seen [on our website](#).

8. Administration

• Coordinating Committee Membership Renewal – Ken Doherty

All Coordinating Committee members have confirmed they will remain on the committee. Ken noted that we presently have one vacancy, as Tom Cowie was never replaced. Stand-ins for committee members who are unable to attend a meeting will be acceptable as required. The membership list will be reviewed annually in January.

THAT the Sustainable Peterborough Coordinating Committee membership be approved for one year.

Moved by: Sheridan Graham

Seconded by: Cheryl Lyon.

MOTION CARRIED

Coordinating Committee Terms of Reference – Ken Doherty

The draft was distributed with the pre-meeting package.

Feedback on the draft terms of reference included:

- replace "Representation should include" with "Current representation includes"
- remove "new business" from "Collaborate and create new business and sustainable initiatives"

Discussion surrounding the recruitment of Coordinating Committee members ensued. Members expressed a need for a clear recruitment system to be outlined within the Terms of Reference. The discussion and decision on the recruitment system to be deferred to the Executive Committee, Coordinating Committee members are encouraged to send in their ideas and recommendations.

THAT the Terms of Reference be deferred to the Executive Committee for discussion and approval once above edits are incorporated.

Moved by: Dawn Berry-Merriam

Seconded by: Linda Slavin

MOTION CARRIED

- Working Groups membership approval – Ken Doherty

THAT the Sustainable Peterborough Working Groups membership be approved for one year.

Moved by: Brigid Ayotte

Seconded by: Jeannette Thompson

MOTION CARRIED

Staff Report – Anca Pascalau

The staff report can be read [on our website](#).

THAT the Staff Report be received.

Moved by: Jeannette Thompson

Seconded by: Brianna Salmon

MOTION CARRIED

- Sustainable Peterborough Celebration Event & 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 scheduled for March 1, 5-8pm, at Market Hall. The Event Planning Subcommittee will review the award nominations and select the winners.

The keynote presentation will be delivered by Don MacIver, retired Environment Canada research Director, currently a farmer, a consultant and the Mayor of a Amaranth Township) and Heather Ault, Principal Climate Scientist. A rough estimation of the cost was initially \$3000 (to include venue expenses, catering, saplings) but we are waiting to receive the keynote's estimate (honorarium and travel expenses). We propose that all costs associated with the event to be funded from Reserve.

THAT all expenses associated with the Sustainable Peterborough event be funded from the Reserve account

Moved by: Jeannette Thompson

Seconded by: Trish O'Connor

MOTION CARRIED

- 2015 Financial Statement – Anca Pascalau

The 2015 Year End Unreconciled Financial Statement was distributed to the committee via email prior to the meeting. 2015 incurred expenditures were over-budget by approximately \$1,000 (exact figure will be communicated once all year end expenses are posted and the account reconciled). The approximately \$2,700 budgeted for rack cards and popup banners in 2015 will be incurred in 2016 and likely funded through reserve.

THAT the 2015 YTD unreconciled financial statement be received

Moved by: Linda Slavin

Seconded by: Dawn Berry-Merriam

MOTION CARRIED

Motion to approve a draw from the unspent funds account (also referred to as the reserve fund) of up to \$1,000 to be re-allocated to the 2015 year.

THAT up to \$1,000 be re-allocated from the reserve fund to the 2015 year.

Moved by: Jeannette Thompson

Seconded by: Trish O'Connor

MOTION CARRIED

- 2016 Draft Budget – Anca Pascalau

The 2016 Draft Budget was distributed to the committee with the pre-meeting package.

THAT the 2016 budget be approved

Moved by: Jeannette Thompson

Seconded by: Cheryl Lyon

MOTION CARRIED

- Staff Report – Anca Pascalau on behalf of Katie Allen
The staff report can be read [on our website](#).

THAT the staff report be received.

Moved by: Brigid Ayotte

Seconded by: Melanie Kawalec

MOTION CARRIED

- Communications Subcommittee – Melanie Kawalec

The group hasn't met. Sheridan proposed the idea of sending the new MPs a briefing on what Sustainable Peterborough is, not longer than one page double sided. The Communications Subcommittee will prepare it, Anca to contact the Working Groups chairs to request that they submit short paragraphs about their respective working group to be incorporated into the briefing.

THAT a briefing on Sustainable Peterborough be prepared and sent to the new MPs

Moved by: Brigid Ayotte

Seconded by: Brianna Salmon

MOTION CARRIED

9. Working Groups update

Food and Farming – Dawn Berry-Merriam

The urban agriculture report is still being edited. The group is looking at actions that can be put into place. The group was pleased with the Climate Change Task Force Session. They are looking at their 2016 work plan, consulting the SP Plan to assist with that exercise. 2 working group members are attending the OMAFRA Municipal Food Policy Conference in February. They are also making the connection with the Healthy Kids Community Challenge initiative. They are working with Fleming College on the neighbourhood bounty project, part of a local poverty reduction strategy. A need for more community gardens at local schools was identified.

Climate Change – Melanie Kawalec

The group met in December outside of CCAP. They looked at what's coming from Paris at the federal level. They are considering to potentially host a speaker's forum and creating our own cap and trade brochure to distribute to municipal councils, like a backgrounder on climate change. Linda Slavin mentioned that members of 4RG met off record individually with members of the Peterborough City Council, content of discussions not disclosed, information will be used solely for educational purposes.

Energy – Sheridan Graham

Working on lighting retrofit session for staff to take place on Feb. 1. A municipal training session with AMO and LAS on energy, opportunities and identifying best practices will take place in April.

Sustainable Peterborough Business Initiative – Melanie Kawalec

The working group identified a need to create a toolkit on the website.

Water – Melanie Kawalec

The 3rd Town Hall with Trent, on Climate Change and Water, did not take place in November and will be rescheduled.

10. Roundtable Update

- Brigid Ayotte – A report was submitted to council on applying for EV charger with funding from the province, to be located in downtown Millbrook. Millbrook BIA purchased a new bike rack for downtown Millbrook, to be installed in the spring. The township applied to Trillium for funding to create a trail to will connect the two subdivisions.
- Jeannette Thompson – The new condo in Lakefield will have pedestrian linkages from the subdivision to downtown; the developer is also helping with stormwater and flooding issues.
- Brianna Salmon – GreenUP is going through the budgeting process. The organization is in the process of hiring a new Executive Director; a decision will be made in March.
- Cheryl Lyon – the new Greenzine will be available in February and is dedicated to climate change. It will also contain the first First Nations voice, on James Whetung's sugar bush. The Purple Onion Festival will host the 2nd annual EV meet. Rob Hopkins' new book includes references to Transition Town Peterborough, it costs \$20 and interested parties should connect with Cheryl to purchase.
- Anca Pascalau – reminded everyone to submit nominations for the SP Partnership Recognition Awards
- Melanie Kawalec – attending the FCM SCC in February. The City is running an interactive climate change pilot project with 15 grade 3-6 teachers, this online program will run until June and is funded by PUI.
- Dawn Berry-Merriam – The Age Friendly Plan is coming along very well.
- Linda Slavin – encouraged everyone to attend "This Changes Everything" screening at ReFrame. 4RG and partners are hosting a climate change forum to discuss actions that came out of the Leap Manifesto and commit to actions that to be accomplished locally.

- Trish O'Connor – A student referendum on the transportation proposal passed in December 2015, and the transit fee will begin in September 2016. The new fee will support expanded public transit for students and staff, more e-bike plug-ins, car share programs, covered bike racks, bike repair, better bike pathway etc. Charles Hopkins is visiting Fleming tomorrow, is interested in their sustainability plan, will meet the president to discuss Fleming's participation in a United Nations pilot. They are getting ready to file STARS, presently at a bronze level, they are hoping for silver.
- Ken Doherty – Ken will be delivering a presentation on "Leveraging Sustainability" at the Liveable Cities Conference in Rome, June 13-17.
- Sheridan Graham – The County linked up with Professor Shawn Kenny from Carleton to conduct a pilot study on climate change impact on rural agriculture, they are waiting to hear back from OMAFRA.

10. Other Business

Motion to adjourn

Moved by: Jeannette Thompson