MINUTES

Local Government CCWG Meeting #1
February 17, 2017 from 10:00 – 11:30 a.m.
County of Peterborough Boardroom

Present: Nicole Bulgin, Dave Clifford, Scott Warren, Melanie Kawalec, Sheridan Graham, Kaitlyn Ittermann, Liana Urquhart, Don Armitage; via conference call: Amber Atkinson, Donna Teggart

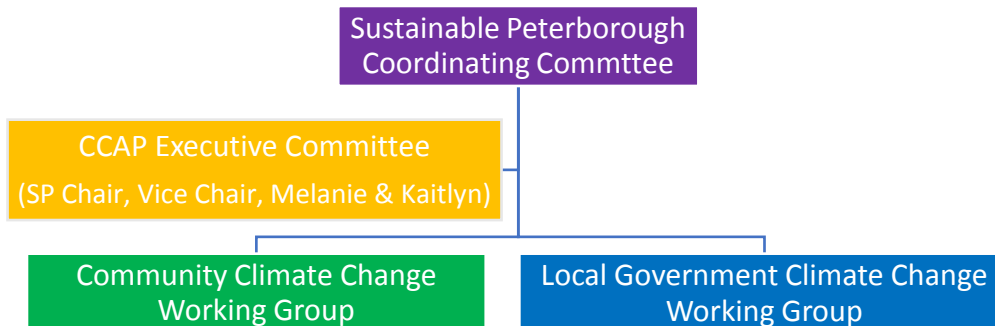Regrets: Brigid Ayotte, Alana Solman, Denise Graham, Brian Hamilton, Gillian Lind, Candice White

1. Introductions

- Introductions were held

2. Review Agenda

- Agenda was reviewed with items added to Other Business

3. CCAP Implementation Reporting Structure, as illustrated

4. Local Government CCWG Governance Structure

- Melanie to Chair the Local Gov't CCWG and report on behalf of Local Gov't Working Group to SP CC; Kaitlyn to prepare the minutes; they will jointly prepare the agenda and meeting packages
- **Action**: Melanie to draft Terms of Reference for next meeting; defines who this committee is and what we are working towards
- **Action**: Melanie will email current members, asking them to reconfirm their willingness to continue to sit on the Local Gov't CCWG another term
- Discussion on adding political representation on the Working Group; general support for the idea but will discuss further at a later date as this is not a Committee of Council so Councillors would not be compensated for their time
- **Action**: Melanie to discuss political involvement at the SP Executive Committee Meeting

- Sheridan mentioned that our projects will gain credence when they are coming from the political sphere; Melanie suggested inviting a City and County Councillor, however it was brought up that the Warden and Deputy Warden are on salary and might be more inclined to participate; Scott added that when the Council is continuously updated they are more likely to provide dollars to support projects
- **Action**: Melanie Will discuss the frequency of our meetings in March and will also set a work schedule

5. **Project Update**

   a) **CCAP Web Pages** – Kaitlyn provided an update on the status of the CCAP web pages; **Action**: Kaitlyn to provide all Municipal/First Nation reps with links to CCAP web pages

   b) **CCAP Database** – Kaitlyn describe the new database to log local CCAP actions against the Plan; she will email out a quick survey to all partners for a quick update on actions implemented from 2012 to 2106; Sheridan mentioned the need to take into consideration new infrastructure, noting impact over baseline data; will need to note this fluctuation in the data; potential for a dashboard like-portal for logging and tracking community actions as well as a system for logging Local Government actions

   c) **Envirothon** – Kaitlyn provided an update on the creation and status of the Peterborough/Kawarthas/Northumberland region Envirothon; Sheridan suggested including Entomo Farms as the third presenter on Sustainable Agriculture for the Envirothon Workshop day

   d) **Implementation Plan and Communication Plan** – under development, communication is key

6. **Other Business**

   - Energy Working Group is coordinating an Energy Savings workshop through AMO LAS that is directed towards people who are not as familiar with energy savings; **Action**: Kaitlyn will send more information on this to partners; local utilities will present their programs and incentives
   - Need to focus on engagement; Scott mentioned that one staff member that buys in to the actions needs to be identified as a champion and will then bring it back to the rest of the staff; Dave mentioned that we will have to have someone who is not afraid to tell someone to turn their computer off; encouraged to bring these champion staff members to the AMO/LAS energy workshop
   - Amber asked about the Milestone 2 and 3 awards; Melanie will follow-up with FCM on timing of Report approval and discuss options for at next meeting; Scott was interested in how this is going to be presented i.e. in a political event or with the Sustainable Report Card
   - Scott asked about the EV charging stations and whether they will have access to reports on use and activity; Liana will share this information and suggested it may be added onto the dashboard or database; Also can be used to advertise the EV charging stations; PDI is required to report use and activity to the Ministry
   - Discussion at AMO – electrifying fleet; getting staff to think about this change will be difficult; Sheridan brought up example of right-sizing vehicle for paramedics

7. **Next Meeting**

   - **Action:** Kaitlyn will send out a Doodle Poll to schedule the next meeting in March