

**Minutes**

**Sustainable Peterborough Coordinating Committee  
Sutherland Room - Peterborough City Hall  
February 24, 2017 from 1:00 p.m. until 3:00 p.m.**

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**Present:** Ken Doherty, Brianna Salmon, Melanie Kawalec, Anca Pascalau, Dawn Berry-Merriam, ,  
Larry Stinson, Sheridan Graham, Katie Allen, Brigid Ayotte, Stephen Hill

**Regrets:** Jeannette Thompson, Meredith Carter, Cheryl Lyon, Linda Slavin, John Desbiens, Amber  
Dickinson, Trish O'Connor

**Guests:** Kaitlyn Ittermann, Keegan McKitterick

**1. Call to order/Opening Remarks**

Meeting was called to order by the Chair at 1:05 p.m.

**2. Introductions**

Introductions were held

**3. Approval of Agenda**

Moved by: Melanie Kawalec

Seconded by: Brigid Ayotte

**THAT the Agenda for the February 24th meeting be approved.**

MOTION CARRIED

**4. Declaration of Pecuniary Interest**

None declared.

**5. Approval of previous Minutes (December 6, 2016)**

Moved by: Larry Stinson

Seconded by: Stephen Hill

**THAT the minutes of the October 28th meeting be approved.**

MOTION CARRIED

**6. Presentations**

[2017 Peterborough/Kawarthas/Northumberland Region Envirothon – Kaitlyn Ittermann](#)

Moved by: Sheridan Graham

Seconded by: Brigid Ayotte

**THAT the presentation be received by the SP Coordinating Committee**

## 7. Administration

Coordinating Committee membership renewal – Ken Doherty – Ken advised that he received confirmation from all Coordinating Committee members (except for Amber Dickinson, who is on holidays and he is hoping to hear from her next week) that they agree to remain on the committee for another one year term. He advised that thus far the structure has been flexible, but may wish to think about revisiting the governance structure in the future.

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

Moved by: Stephen Hill

Seconded by: Brianna Salmon

MOTION CARRIED

Coordinating Committee Terms of Reference – Ken Doherty – the revised draft [terms of reference](#) were emailed to the Committee with the pre-meeting package. Sheridan advised that one notable addition to the TOR was the creation of the Past Chair position, and its presence on the Executive Committee.

**THAT the Sustainable Peterborough Coordinating Committee 2017 Terms of Reference be approved.**

Moved by: Dawn Berry-Merriam

Seconded by: Melanie Kawalec

MOTION CARRIED

Working Groups membership approval – Ken Doherty – the updated [membership lists](#) were shared with the Committee with the pre-meeting package.

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

Moved by: Stephen Hill

Seconded by: Brigid Ayotte

MOTION CARRIED

Staff Report – Anca Pascalau – Anca's report can be read [on our website](#). Ken noted that we should start giving thought to reporting out on metrics and progress as related to the SP Plan and the 18 priority actions. Anca noted that this discussion has taken place a number of times in the past and was found that it would be difficult to measure performance without an established baseline, and when SP is not directly responsible and accountable for achieving the priority actions, as our model is set so that we report out on our partners' accomplishments. A new subcommittee made up of Anca, Larry, Sheridan, Stephen, Dawn, Brianna, Melanie was formed and will meet to brainstorm and discuss how to accomplish this task, look at models, other similar Report Cards, aim to create a reporting model and then use our inventory to populate it. This discussion might be part of the larger plan refresh discussion which was originally scheduled to take place in 2016, but subsequently deferred.

**THAT the Staff Report be received.**

Moved by: Sheridan Graham

Seconded by: Brigid Ayotte

MOTION CARRIED

2016 Financial Statement (year end final, unreconciled) and 2017 draft budget – Anca distributed [the budgets](#) via email with the pre-meeting package. 2016 expenditures were over-budget by approximately \$3,500 (exact figure will be communicated once all year end expenses are posted and the account reconciled), and they were associated with the SP Event and Awards, for which the Committee issued prior approval to fund through reserve if necessary.

**THAT the 2016 YTD unreconciled financial statement be received**

Moved by: Larry Stinson

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 \$3,500 to be re-allocated to the 2016 year.

**THAT up to \$3,500 be re-allocated from the reserve fund to the 2016 year.**

Moved by: Stephen Hill

Seconded by: Sheridan Graham

MOTION CARRIED

**THAT the 2017 draft budget as presented be approved**

Moved by: Larry Stinson

Seconded by: Brianna Salmon

MOTION CARRIED

Ken requested that Melanie report out to the SP CC on the CCAP budget upon reconciliation and that the same budgeting considerations and reports we perform with Sustainable Peterborough and to the Coordinating Committee be performed with CCAP and Kaitlyn's position in order to be as transparent as possible.

Staff Report – Katie Allen – Katie's staff report can be read [on our website](#).

**THAT the Staff Report be received.**

Moved by: Melanie Kawalec

Seconded by: Brianna Salmon

MOTION CARRIED

## 8. Working Groups update

### Food and Farming – Dawn Berry-Merriam

The group is meeting in April and is working on developing a work plan for next year. They are considering hosting another summit, potentially in the fall of 2017. Dawn will present the Urban Agriculture Report and the work plan at the next SP CC meeting.

### Climate Change – Stephen Hill

The group met last week. Climate change working groups have been reorganized into two groups, community and corporate. Melanie chairs the corporate group and Stephen and Melanie co-chair the community one. With the province rolling out climate change programs, we should provide input into provincial and federal plans, and gain access to various programs that are being made available.

### Climate Change Action Plan – Melanie Kawalec

Melanie's presentation can be seen [on our website](#).

### Energy – Sheridan Graham

The City and County are hosting a free energy workshop for employees, where they will learn how to be more energy efficient at work and at home. It will take place on April 6<sup>th</sup> at the Douro Arena and up to 60 people may sign up. A renewable gas conference is taking place March 23-24 in Toronto, if anyone is interested in attending please contact Sheridan. Sheridan is attending an AMO work session on procurement of energy projects on March 22.

### Healthy Kids Community Challenge- Larry Stinson

HKCC's current theme is "water". The theme for April will be "choose to boost vegetables and fruit".

### Sustainable Peterborough Business Initiative – Anca Pascalau

The group hasn't met, next meeting taking place at the end of March.

### Water – Ken Doherty

Meredith expressed an interest in meeting with Sheridan, Ken and Melanie to discuss ideas on how to move forward with the Water Working Group

### Maryam Monsef's Social, Cultural, Arts Development Committee – Larry Stinson

The group hasn't met since the last update.

Evergreen – Ken Doherty – The group is conducting interviews with 50 various community leaders and organizations. A meeting will take place in April, with 30-40 people in attendance, to discuss the interview findings, the overall project and provide direction into what it would look like.

## **THAT the Working Groups Updates be received**

Moved by: Dawn Berry-Merriam

Seconded by: Brigid Ayotte

MOTION CARRIED

## **9. Election of Sustainable Peterborough Coordinating Committee Chair and Vice-Chair**

Ken Doherty nominated Sheridan Graham for the position of Chair. No additional nominations were put forth.

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

Moved by: Ken Doherty

Seconded by: Melanie Kawalec

MOTION CARRIED

Ken Doherty noted that in advance of the meeting, knowing she wouldn't be in attendance, he approached Meredith Carter to propose that she be nominated for the position of Vice-Chair, and that she accepted.

Brigid Ayotte nominated Melanie Kawalec for the position of Vice-Chair. Melanie declined the nomination.

**THAT Meredith Carter is nominated Vice-Chair of the Sustainable Peterborough Co-ordinating Committee for a 1 year period.**

Moved by: Ken Doherty

Seconded by: Larry Stinson

MOTION CARRIED

## **9. Roundtable Update**

- Kaitlyn Ittermann – Kaitlyn and Melanie are participating in the “How the Agricultural Community can Adapt to Drought” workshop at the Douro Community Centre on March 1.
- Keegan McKitterick – the Peterborough Stewardship Council is presently re-grouping and taking care of housekeeping items, but they are looking forward to collaborating with Sustainable Peterborough in the future.
- Stephen Hill – Wayne Potts is speaking at Trent. He also thanked Ken for his role in the creation of SP and for his dedication as SP Chair for so many years.
- Melanie Kawalec – is participating in the World Water Day event organized by ORCA on March 22<sup>nd</sup>.
- Dawn Berry-Merriam – Melanie spoke to the Affordable Housing Supply Committee
- Larry Stinson – Peterborough Public Health operates under the Ontario Public Health Standards. They are presently under review and just released a new draft. They built in healthy environments vs just hazards, thereby supporting healthy communities, and providing more local flexibility.
- Brianna Salmon - GreenUP is soon launching the 5 year fundraising campaign for Ecology Park. They are towards the end of the interview process for the RCE UNU Coordinator.
- Ken Doherty – City of Peterborough Community Services is considering relocating to the office building PED is vacating in April. The City also owns the building behind the library and is looking for a tenant, there is an apartment upstairs and business space downstairs.
- Sheridan Graham – the new Paramedics base on Clonsilla will officially open in March
- Anca Pascalau – nominations for the 2016 SP Awards are open, she encouraged everyone to submit nominations and share the information with their networks.

### **Motion to adjourn**

Moved by: Stephen Hill