

**Minutes**

**Sustainable Peterborough Coordinating Committee  
210 Wolfe St. Auditorium  
December 7, 2017 from 2:00 p.m. until 4:00 p.m.**

**Present:** Brianna Salmon, Melanie Kawalec, Anca Pascalau, Dawn Berry-Merriam, Sheridan Graham, Linda Slavin, Meredith Carter, Jeannette Thompson, John Desbiens, Larry Stinson, Katie Allen, Amber Atkinson

**Regrets:** Ken Doherty, Brigid Ayotte, Stephen Hill, Andrea Connell, Trish O'Connor

**Guests:** Allan Seabrooke, Ian Boland, Ryan Ellis

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

Meeting was called to order by the Chair at 2:00 p.m.

**2. Introductions**

Introductions were held

**3. Approval of Agenda**

Moved by: Melanie Kawalec

Seconded by: Dawn Berry-Merriam

**THAT the Agenda for the December 7th meeting be approved.**

MOTION CARRIED

**4. Declaration of Pecuniary Interest**

None declared.

**5. Approval of previous Minutes (October 31, 2017)**

Moved by: Amber Atkinson

Seconded by: Jeannette Thompson

**THAT the minutes of the October 31 meeting be approved.**

MOTION CARRIED

**6. Presentations**

[City of Peterborough Strategic Plan](#) – Allan Seabrooke

[City of Peterborough Stormwater Management](#) – Ian Boland

Moved by: Dawn Berry-Merriam

Seconded by: Jeannette Thompson

**THAT the presentations be received.**

MOTION CARRIED

## 7. Administration

### Staff Report – Anca Pascalau

#### 2017 Financial Statement to date and 2018 draft budget – Anca Pascalau

#### **THAT the 2018 budget be approved**

Moved by: Jeannette Thompson

Seconded by: Larry Stinson

MOTION CARRIED

### Staff Report– Katie Allen

Performance Indicators and Metrics Project – Larry Stinson – the group hasn't met since our last SP CC meeting, meeting to take place early in the New Year.

#### 2018 SP CC Draft Terms of Reference – Melanie Kawalec

The committee recommended extending the committee's term to 3 years, however the governance subcommittee decided on a 2 year term for the committee as well as Chair and Vice-Chair. The governance subcommittee further recommends that the TOR specify that at least one of the Chair or Vice-Chair roles be a municipal representative. They also recommend that the Working Groups be formalized, use a similar template for their TOR and provide regular updates to the SP CC either via meeting minutes or a summary of each meeting. A further clarification was made to the composition of each, the Executive Subcommittee (made up of Chair, Vice-Chair, City of Peterborough Sustainability Manager, Past Chair, SP Coordinator) and the Governance Subcommittee (made up of Chair, Vice-Chair, City of Peterborough Sustainability Manager, Past Chair, PKED President & CEO). Melanie will integrate these edits into the TOR draft and bring back the document for final approval at our February meeting.

#### **THAT the administrative updates be received.**

Moved by: Linda Slavin

Seconded by: Dawn Berry-Merriam

MOTION CARRIED

## 8. Working Groups update

### Food and Farming – Dawn Berry-Merriam

The group put forward a [report and letter draft](#) to the SP CC recommending that it is sent to the Saturday Farmers' Market from Sustainable Peterborough. The Coordinating Committee recommended that the letter be slightly softened and reframed so that it provide recommendations vs. direction, and that it be sent to all Farmers' Markets, that it illustrate best practices examples and share research and reports. The letter should also reflect that we volunteer to participate, engage, support, etc.

**THAT the letter be amended per recommendations from the SP CC, that it is sent out to all farmers' markets in the Greater Peterborough Area, that the letter be signed by the Chair of Sustainable Peterborough and the Co-Chairs of the Food and Farming Working Group, and that the SP CC delegate authority to the SP CC Chair to review and approve the amended letter.**

Moved by: Jeannette Thompson

Seconded by: John Desbiens

MOTION CARRIED

A few committee members noted that SP should take a stronger stance on some of these important issues, even though our role is not intended to be an advocacy role. Perhaps this should be discussed during the Plan refresh.

Climate Change – Melanie Kawalec

The group is meeting tomorrow

Climate Change Action Plan – Melanie Kawalec

Conducted a successful training session with municipalities, who shared examples of their best practices. A videographer was present. Perhaps we could shoot and issue 6 videos of best practices, what we're doing locally.

Healthy Kids Community Challenge – Larry Stinson

The wrap-up dinner was well attended. Planning has begun for the fourth theme, Power Off and Play.

Energy – Melanie Kawalec

CCAP is eligible for a fully funded Energy Manager through the IESO. This means that we can hire an individual, a consultant, or a contractor for one year through the IESO Energy Manager Incentive Program. The Energy Manager would receive a \$20,000 base salary paid through the incentive, plus commission based on the amount of energy savings that they can accomplish within the year, up to a maximum of \$150,000. Details are still being configured.

Sustainable Peterborough Business Initiative – Anca Pascalau

The group, in partnership with the Construction Association, hosted a breakfast meeting on November 14<sup>th</sup>, an interactive session on high performance building trends, LEED certification process, waste diversion, incentive programs, and local examples of high performance building, as well as a high level introduction to the SPBI group. The meeting went well and was fairly well attended. The group is looking into revamping the TOR and membership. They are meeting in January to brainstorm SP partnership award nominations.

Water – Meredith Carter

Next meeting is taking place February 5, 2018, to set goals and objectives, hopefully some themes will emerge.

Maryam Monsef's Social, Cultural, Arts Development Committee – Larry Stinson (provided electronically prior to the meeting)

The next meeting was cancelled and not yet rescheduled

**THAT the Working Groups Updates be received**

Moved by: John Desbiens

Seconded by: Amber Atkinson

MOTION CARRIED

**11. Roundtable Update**

- Linda Slavin – some articles are available online comparing Peterborough to Karlstadt; Linda wanted to stress the importance of indigenous knowledge and our connection to nature
- Melanie Kawalec – passed around the City's waste management calendars; received FCM funding for County improvement initiative, coordinating relationship building between municipalities and First Nations (Hiawatha requested that Otonabee-South Monaghan and

the County be present at the table). Government of Ontario is creating a [climate change non profit organization](#).

- Dawn Berry-Merriam – the Age Friendly Plan was approved by City, County and Townships, potential for funding available through United Way
- Meredith Carter – Otonabee Conservation AGM is scheduled for January 18, speaker to be announced. They are working with Curve Lake on turtle habitat protection and with Hiawatha on enhancing pollinator habitat. Planted over 30,000 trees in 2017.
- Brianna Salmon – GreenUP led application to continue the Wonders of Water program and received a 3 year grant, will expand programming especially in the County and add a 3<sup>rd</sup> day to the Water Festival in June. Received funding from the Healthy Kids Community Challenge to support Active Transportation and Pulse. Reviewing plan for the UNU RCE. Undergoing Strategic Plan. Received 2 grants with Fleming College Community Innovation, for Energy Efficiency programs and trades and models for LSE programs. Pathway to Stewardship will be embedded into the Fleming ECE program.
- John Desbiens – the Innovation Cluster hired clean tech specialist. TRIP was renamed Clean Tech Commons, advisory committee gearing up in January.
- Katie Allen – received MA in sustainability
- Ryan Ellis – Happy to be at the meeting, will request permission from Chief to officially join the SP Coordinating Committee on behalf of Hiawatha. Work on Serpent Mounds trailer park will commence again in April. Ongoing discussion and research into whether they should have one centralized water system or two decentralized water systems.
- Jeannette Thompson – the township’s growth plan and their strategic plan, incorporating green principles as a value, is going before council at their next meeting. Participated in the TSW focus group along with many agencies involved, looking at process and policies, hoping to work together and mirror each other; shoreline sustainability is a topic.
- Sheridan Graham – Active Transportation Masterplan received a \$300,000 grant. Partnered with Selwyn to work on TSW, hoping to get Trent University on board. Working with OMAFRA on impacts of climate change on rural infrastructure project.
- Amber Dickinson- climate change training session was interesting, brought back lots of information to the township. The Township received a proposal from a biogas plant, the largest in Canada.
- Larry Stinson – New public health standards were released November 16 to be implemented January 1. There’s a document circulating online regarding reducing the number of health units in Ontario from 36 to 14, a report developed by an advisory committee, it is unlikely that it will be implemented.

### **Motion to adjourn**

Moved by: Amber Dickinson