

Minutes

**Sustainable Peterborough Coordinating Committee
210 Wolfe St. Auditorium
February 6, 2018 from 2:00 p.m. until 4:00 p.m.**

Present: Stephen Hill, Brianna Salmon, Ryan Ellis, Anca Pascalau, Dawn Berry-Merriam, Sheridan Graham, John Desbiens, Larry Stinson, Amber Atkinson, Ken Doherty, Brigid Ayotte, Kaitlyn Ittermann

Regrets: Andrea Connell, Trish O'Connor, Melanie Kawalec, Katie Allen, Meredith Carter, Jeannette Thompson, Linda Slavin

Guests: Jamie Cernele, Andrew Stranaghan

1. Call to order/Opening Remarks

Meeting was called to order by the Chair at 2:07 p.m.

2. Introductions

Introductions were held

3. Approval of Agenda

Moved by: Brianna Salmon

Seconded by: Amber Atkinson

THAT the Agenda for the February 6th meeting be approved.

MOTION CARRIED

4. Declaration of Pecuniary Interest

None declared.

5. Approval of previous Minutes (December 7, 2017)

Moved by: Dawn Berry-Merriam

Seconded by: Ryan Ellis

THAT the minutes of the December 7, 2017 meeting be approved.

MOTION CARRIED

6. Presentations

[Evergreen](#) – Ken Doherty

[CCAP Status and Progress](#) – Kaitlyn Ittermann

Moved by: Brianna Salmon

Seconded by: Larry Stinson

THAT the presentations be received.

MOTION CARRIED

7. Administration

Coordinating Committee Membership Renewal Update – Sheridan Graham

All SP CC members have agreed to continue sitting on the committee for an additional term. Governance Committee meetings continue to take place as we discuss how to move forward. The PKED Board of Directors, through Rhonda, have indicated that a more formalized relationship with SP be defined. All staff contracts are now on letterhead containing SP and PKED logos, and co-signed by Sheridan and Rhonda. Rhonda will meet/touch base with all SP staff on a monthly basis. By the end of 2018 SP should have a plan in place for how to operate in the future. We may stay at PKED, become part of City/County joint services, or become a non-profit organization. We are moving forward immediately with the plan refresh, originally scheduled for 2019, and, as such, will be seeking funds to hire a consultant for this purpose.

THAT SP apply to OTF seed fund grant through PKED to fund the SP review

Moved by: John Desbiens

Seconded by: Dawn Berry-Merriam

MOTION CARRIED

Working Groups Membership Approval – Sheridan Graham

THAT Working Groups Membership list be approved as circulated with the pre-meeting package

Moved by: John Desbiens

Seconded by: Stephen Hill

MOTION CARRIED

Staff Report – Anca Pascalau

Staff Report – Anca Pascalau for Katie Allen

2017 Unreconciled Financial Statement – Anca Pascalau

The year has not yet been officially reconciled, however most expenses have been posted.

Approval of unspent funds re-allocation to the reserve fund/unspent funds account.

THAT the Sustainable Peterborough Coordinating Committee approve the re-allocation of 2017 unspent funds, in the approximate amount of \$1,080, to the reserve fund/unspent funds account.

Moved by: Ken Doherty

Seconded by: Ryan Ellis

MOTION CARRIED

Performance Indicators and Metrics Project – Larry Stinson

The group keeps reevaluating the scope, as the scope of the project keeps getting broader. The scope must be clear and focused. Who is our target audience? The scope could be a combination of: demonstrate success to funders and supporters; to provide information used for planning and advocacy; link to priority actions and to actions that people should be doing. Each subcommittee member is looking at the indicators to use for their assigned theme area, 2-3 per theme area. In some of the theme areas we are selecting indicators beyond the original priority actions, as that information is more relevant or more easily sourced, or the original priority actions may not reflect the scope. Each subcommittee member is emailing their links, data and info to Victoria Hamilton at City Hall, as she will commence writing the report. Her internship ends beginning of March, so we are looking into sourcing other interns/students to assist with the report. The report will be largely infographic style, tentatively ready by fall 2018.

THAT the administrative updates be received.

Moved by: John Desbiens

Seconded by: Amber Atkinson

MOTION CARRIED

8. Election of SP Coordinating Committee Chair and Vice-Chair

The newly updated Terms Of Reference has extended the Chair and Vice-Chair terms to 2 years.

THAT the present term for the position of Chair and Vice-Chair be extended for one additional year, with elections to be held in 2019.

Moved by: Larry Stinson

Seconded by: Stephen Hill

MOTION CARRIED

9. Working Groups update

Food and Farming – Dawn Berry-Merriam

The best practices letter, containing examples, research and reports, was sent to all Farmers' Markets, and was co-signed by Dawn and Sheridan. The next summit is taking place March 19th at Peterborough Public Health. It will focus on planning for the future of food and farming. Steve Duff, OMAFRA chief economist, is the keynote speaker. Several panels are planned, such as a panel of local producers, a panel on the official plan, etc. Attendees will subsequently break into groups for discussion.

Healthy Kids Community Challenge – Larry Stinson

The fourth theme, Power Off and Play, has started, going until September 30th, when funding for HKCC ends.

Sustainable Peterborough Business Initiative – Anca Pascalau

The group met to brainstorm nominations for the SP Awards.

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

A meeting was held last Friday, Larry and Linda were unable to attend. Quality of Life and Jobs Summit was discussed.

THAT the Working Groups Updates be received

Moved by: Brianna Salmon

Seconded by: Amber Atkinson

MOTION CARRIED

10. Upcoming events

Sheridan - March 2 – Rural Women's Summit at the Buckhorn Community Centre featuring women speakers

Ken - this Friday, 2-4, Linda Mitchelson's retirement party, continuing after 4 at the Rugby Clubhouse

11. Roundtable Update

- Brianna Salmon – GreenUP received funding to start capital projects, as such many upgrades to Ecology Park will take place.
- John Desbiens – new member of the PKED Board of Directors, Asaf Zohar
- Sheridan Graham – County, City, Township of Douro-Dummer are working with OMAFRA on impacts of climate change on rural infrastructure project.
- Ken Doherty – officially retiring on June 29, with May 4 as last working day

Motion to adjourn

Moved by: Ken Doherty