

## **Minutes**

### **Sustainable Peterborough Coordinating Committee Virtual Meeting**

**March 7, 2022 from 1:30 p.m. until 3:00 p.m.**

**Present:** Meredith Carter, Larry Stinson, Dawn Berry Merriam, Stephen Hill, Brigid Ayotte, Linda Slavin, Trish O'Connor, Tegan Moss, Karen Jopling, Michael Papadacos, Asaf Zohar, Anca Pascalau

**Regrets:** Andrea Connell, John Tourangeau, Sheridan Graham, Hillary Bradshaw

**Guests:** Connor McCaskill

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

Meeting was called to order by the Vice-Chair at 1:35 p.m.

#### **2. Land Acknowledgement**

We respectfully acknowledge that we are on the treaty and traditional territory of the Mississauga Anishinaabeg. We offer our gratitude to First Peoples for their care for, and teachings about, our earth and our relations. May we honour those teachings.

#### **3. Approval of Agenda**

Moved by: Tegan Moss

Seconded by: Asaf Zohar

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

MOTION CARRIED

#### **4. Roundtable Introductions**

Roundtable Introductions were held. Meredith welcomed Tegan Moss, GreenUP Executive Director, who will be representing GreenUP on the SP Coordinating Committee moving forward. Meredith also welcomed Connor McCaskill, who is presently doing his field placement through the Trent School of the Environment with the County and SP, and attending today's meeting as an observer.

#### **5. Declaration of Pecuniary Interest**

None declared.

#### **6. Approval of previous [Minutes](#) (October 5, 2021)**

**THAT the minutes of the October 5<sup>th</sup>, 2021, meeting be approved.**

MOTION CARRIED

## **7. Administration**

- Sustainable Peterborough Coordinating Committee structure, role, Terms of Reference – Meredith Carter

The new Sustainable Peterborough Strategic Plan 2021-2031 was approved by the SP CC and the Peterborough & the Kawartha Economic Development Board of Directors (PKED) in late 2021. We are now ready to proceed working on the objectives identified in the Strategic Plan, starting with Actions 1.1 and 1.2 – “Review the structure of the SP CC to provide expert knowledge and input, to oversee, support, and assist with the guidance and implementation of the new SP Plan. Update the SP CC Terms of Reference accordingly.”

The SP Executive Committee recently met and would like to propose the following recommendations for SP CC discussion and approval:

- The SP CC shall consist of no less than 9 and no more than 12 members, with a proposed 2-year term length.
- Recruit and select SP CC members using the proposed [draft skills matrix](#) (circulated with the pre-meeting package). The skills matrix was adapted from the PKED skills matrix used to recruit and select Board of Directors members; Rhonda Keenan graciously shared it so we can adapt it to SP's needs. Using the PKED skills matrix also provides improved alignment with PKED, under whose auspices SP operates.
- The SP CC will have two co-chairs, each representing and appointed by the City and the County.
- The SP CC will have an overseeing, advisory role, meeting two or three times per year or as needed.
- Establish subcommittees of the SP CC as required for project specific work or focus (such as Executive Committee, Communications Subcommittee, SDG framework Subcommittee, SDG Indicator Localization Subcommittee etc). The subcommittees would have some hands-on work and require participation in virtual meetings but their role would be mostly advisory/overseeing/guiding/approving SP Coordinator's work who will continue doing most of the heavy lifting.

Larry inquired as to whether the noted subcommittees have been decided upon or are they offered as examples of what types of subcommittees we may establish. He further inquired as to whether the subcommittees will be made up of SP CC members exclusively or whether they can include non-SP CC members as some organizations/institutions/businesses may have staff with skill sets and interests specific to the subcommittees. Anca confirmed that the subcommittees as presented are solely offered as examples and that we will establish the subcommittees as project or topic specific needs arise, and the decisions to be made by the new SP CC. In the past we had subcommittees consisting of members of the SP CC but also individuals that didn't sit on the SP CC, and it worked well. That decision will rest with the new SP CC.

Brigid expressed concerns over some of the skills and competencies listed in the draft skills matrix in that it may remove some valuable individuals due to lack of experience. Meredith and Anca expressed that the skills matrix is not intended to be used as a screening tool, to eliminate or intimidate people, or ensure a high level of expertise in all the fields, but is intended to be used

to formalize the SP CC selection and recruitment process, and just as a tool to perform gap analysis to ensure diversity of skills, experience, and representation across all sectors. Trish mentioned that some sustainability leadership competencies could be added to the skills matrix; she will send Anca a document with those specifics. Asaf suggested moving the SDG specific section to the right so that it wouldn't be as daunting and send the impression that SP CC members must be SDG experts. Anca will incorporate all the suggestions and re-circulate the draft for SP CC approval.

Tegan inquired as to whether SP is still managing CCAPs and whether CCAP data will be incorporated into the new Plan/framework. Anca noted that the CCAPs largely reside with and are managed by their respective municipalities and that CCAP data will be incorporated into the SDG framework.

Moved by: Trish O'Connor

Seconded by: Linda Slavin

**THAT, pending the proposed edits made to the draft Skills Matrix, the Sustainable Peterborough Coordinating Committee approves the new SP CC structure and role as presented.**

MOTION CARRIED

- [Chair Report](#) – Sheridan Graham

The Chair Report was distributed with the pre-meeting package. In Sheridan's absence, Meredith presented the contents of the Chair Report under the first Administration item.

- [Staff Report](#) – Anca Pascalau

Anca distributed her staff report with the pre-meeting package. She verbally highlighted a few items. The Sustainable Peterborough Strategic Plan 2021-2031 was approved by the SPCC at the October 5, 2021 meeting, and the PKED BOD at the November 25, 2021 meeting. SP and PKED are issuing a joint media release introducing the new strategic plan the day before Earth Day – April 22<sup>nd</sup>, 2022. The new Strategic Plan is also being presented for information and support to County Council and the City's Environmental Advisory Committee on April 20<sup>th</sup>, and to City Council on May 2<sup>nd</sup>. Tegan Moss has graciously offered SP the opportunity to introduce the new Strategic Plan to the community by writing a guest column as part of the GreenUP article series published in Peterborough Examiner and KawarthaNOW, to be published late May.

The Strategic Plan will serve as the basis for the new SP Plan/SDG tracking framework, which will be created once the new SPCC structure is in place. One or several SP Subcommittees may be formed at that time to work on specific projects, such as creating the SDG tracking and reporting framework, localizing indicators, marketing and communications, community engagement, etc. The Subcommittees may be tasked with some hands-on work and participation in virtual meetings, but their role will be mostly advisory/overseeing/guiding/approving SP Coordinator's work who will continue to do most of the heavy lifting. We may evaluate the need of attaining SDG specific expertise, seeking deeper partnerships with Trent, Fleming, CICan, etc., attaining more students/interns, and/or SDG focused consultants.

I have been researching various SDG tracking and reporting frameworks and methodologies, including partnership opportunities, and am hoping to be ready with a proposal for SPCC discussion and approval in late spring. I have also attended various forums, conferences, webinars, and workshops on localizing the SDGs, including the SDG Localization Community of Practice hosted by SDSN Canada and Tamarak Institute, which presents a wonderful opportunity to learn from other communities that worked on localizing the SDGs, or are in the process of localizing the SDGs and/or conducting Voluntary Local Reviews (VLRs); it is also an exceptional

resource for knowledge and information sharing, and community building. I met with several communities who have or are in the process of localizing SDGs and/or creating VLRs, and attended the 2022 Together/Ensemble SDG Conference.

- [2021 year end unreconciled financial statement](#) – Anca Pascalau

Anca distributed the financial statement via email with the pre-meeting package. 2021 expenditures were under-budget by approximately \$12,800 (exact figure will be communicated once all year end expenses are posted and the account reconciled) due to Covid as well as our regular projects having been halted due to the Plan Update work. The funds will be added to the SP unspent funds account, and will be used in 2022 to fund upcoming new Plan work stemming from the new strategic plan (SP strategic plan printing, new website/framework, consultant fees, etc.)

Moved by: Stephen Hill

Seconded by: Michael Papadacos

**THAT the 2021 unreconciled financial statement be approved and that the Sustainable Peterborough Coordinating Committee approve the re-allocation of approximately \$13,000 from the 2021 year to the unspent funds account (also referred to as the reserve fund).**

MOTION CARRIED

- [2022 financial statement to date](#) – Anca Pascalau – was circulated electronically in advance of the meeting for information.

Moved by: Larry Stinson

Seconded by: Stephen Hill

**THAT the Administration updates be received**

MOTION CARRIED

## **7. Roundtable Update**

- Dawn Berry Merriam – the New Canadians Centre and Peterborough Immigration Partnership completed their strategic plans; they are being released next month; many tie-ins with the SDGs, specifically SDG11. The Age Friendly Plan is in the process of evaluating the work that has been done on the plan so far, survey will be sent out shortly. A survey on housing is being done through Trent Community Research Centre, with a focus on the townships, looking at what plans are in place for senior affordable housing so that older populations can comfortably age in place, in the communities in which they lived. The report will be released in April.
- Stephen Hill – Has a student in the innovation program at the Durham campus as part of the Mitacs program. Trent School of the Environment is hiring 4 tenure track positions to replace recent retirees. His lasagna garden model project is going well.
- Linda Slavin – 4RG is holding a Just Transition Day of Action on March 12. They have also been doing outreach to all the townships on their Climate Change Action Plans. They are all doing things towards CCAPs but it depends, some are on milestone 3, others on 5. Working on youth engagement and inviting the community to climate caucuses. They are doing some education on regenerative farming, boat and agricultural wrap recycling, heat pumps.
- Larry Stinson – PPH is moving towards recovery, still working on Covid response and vaccination efforts. They are starting to work towards full implementation of all other programs by June, while maintaining a core Covid team. They are also resurrecting the strategic planning work that was paused due to Covid, planning to present it to their Board

of Directors in August. The SP CC thanked Larry and PPH for their tireless work during these difficult Covid times, and for keeping our community informed and safe.

- Asaf Zohar – Indicated he is very excited to see the finalized SDG focused SP Strategic Plan. He has 3 students doing their masters in SDG research, could potentially liaise with/assist SP on upcoming SDG work. He has 2 students interning with the City on climate change projects, jointly funded by the City and Mitacs. SP could consider a similar program to assist with upcoming SDG work. With the right candidates, Asaf is considering having students earn a masters degree with the work being specific to SP or other organizations/institutions' projects – deliverable, practical knowledge, and action steps.
- Karen Jopling – has been working with GreenUP and Green Economy Peterborough on GHG Inventories, and working with GreenUP on the Community Climate Action Services.
- Michael Papadacos – the City received some funds from the National Disaster Mitigation program to help with 2 projects: flood mitigation in East City and an Integrated Flood Model for the City of Peterborough and they are now underway. They are developing a home energy efficiency program, looking at how to customize. In the process of completing an FCM application that would enable the City to conduct a GHG study on all City owned buildings.
- Tegan Moss – The rain garden education program is continuing. Green Economy Peterborough has 22 members, now developing action plans to develop emission reduction targets. Looking to hire more energy advisors to conduct energy assessments, continuing to offer work on homeowners' energy efficiency improvements. Received a youth innovate grant for active school travel planning in 4 schools. Summer camps are fully booked. Conducting online consultations for the Neighbourhood Programs. With Nourish, planting 50 fruit trees in community gardens. Building a naturalized playscape at Ecology Park. Ecology Park Plant Sale is taking place May 21; they are doing a tree giveaway on May 14 in partnership with the City and 4RG.
- Meredith Carter – Tree seedlings are almost sold out. The office is reopening next week to staff, and to the public on March 28. Launched their Climate Change Strategy, with the annual report card in process of being completed. Working on GHG inventory through Green Economy Hub. First meeting of their Green Team is taking place next week. Reminder that World Water Day is March 22.
- Connor McCaskill – thanked the SP CC for the opportunity to sit in on the meeting, indicated he has enjoyed his SP work thus far.

### **Motion to adjourn**

Moved by: Brigid Ayotte