

Climate Action Advisory Committee

Zoom Meeting
Pembroke, Ontario
December 7th, 2020
6:30 p.m.

1. Welcome

Committee Members Present:

Mayor LeMay
Councillor Jacyno
Dorian Pearce
Maxine Buske
Brittany Stares
Ann McKay
Cameron Montgomery

Also Present:

Duncan Noble, Advisor
Erin Williams, Staff Resource

Dorian Pearce called the meeting to order at 6:35 p.m.

2. December 7th, 2020 Meeting Agenda

The meeting agenda for tonight's December 7th, 2020 meeting was accepted with the following changes:

- Duncan Noble to present Item 6
- Brittany Stares to present Item 8

3. November 2nd, 2020 Meeting Minutes

The meeting minutes of November 2nd, 2020 were accepted with no comments.

4. Community Conversations Event Recap

Maxine Buske spoke about the Community Conversations Event that was held on November 26th, at 7:00 p.m. The following points were raised:

- Questions were raised at the Community Conversations Event regarding the Climate Action Advisory Committee's relationship with the public and the possibility of developing a social media account/ web page.
- Discussions was held raising questions about the possibility of holding the farmers market year-round, potentially in an indoor setting during the winter months such as the PMC.
- Questions were raised about the possibility of making the meeting minutes public, and the possibility of sharing minutes on pre-existing social media accounts.

- **Action:** Erin Williams to discuss with City staff the possibility of developing a social media page and/ or developing a Community Action Advisory Committee page on the City's website.

5. Shared Folder Tutorial

Erin Williams gave a short tutorial on the shared folder.

6. Review of Draft Framework/ Matrix

Duncan Noble presented on the Draft Framework/ Matrix for the Committee and the following points were raised:

- The Framework/ Matrix is available through Google Docs and all Committee members are welcome to access the document and make any additions to the document.
- The Framework/ Matrix will be used to collect, organize and prioritize ideas and suggestions of the Committee.
- The Framework/ Matrix can also be used to communicate proposed actions to various audiences such as City Council and other stakeholders.
- The Framework/ Matrix can also be used to summarize research and findings.

7. Climate Emergency Declaration

Ann McKay presented the draft Climate Resolution to the Committee and the following points were raised:

- The resolution is currently in draft form. After further review by the Committee, Ann McKay will finalize and will bring back to a future meeting.
- The resolution will ask support of neighbouring municipalities, and will outline reasons describing need for the resolution.

8. Guiding Principles for City Climate Action Planning

Brittany Stares presented on the Guiding Principles for Climate Action Planning and the following points were raised:

- Brittany Stares gave an overview of the United Nations document for Guiding Principles.
- Brittany Stares proposed that the Climate Action Advisory Committee formally adopt the document. It was agreed within a consensus that the Committee will review the document and will discuss the possibility of adopting the Guidelines in a future meeting.
- **Action:** Brittany Stares to send Erin Williams the document in order to distribute to the group.

9. Review and Discussion of documents

- Mayor LeMay briefly described the budget process for the City of Pembroke. Advisory Committees do not have a budget to spend. Advisory Committees are able to provide recommendations to the Operations Committee of Council regarding suggested priorities from a climate perspective.

- Draft budgets are being finalized currently for 2021, so anything that the Committee wishes Council to consider for 2021 the Committee may wish to consider it would need to be done as soon as possible.
- It may be better to work throughout 2021 to develop a good plan and be prepared for budget seasons 2022 and 2023.
- Maxine Buske and Cameron Montgomery have volunteered to begin looking at by-laws and reviewing from a climate perspective.
- Ann McKay and Duncan Noble have volunteered to begin benchmarking Pembroke to other municipalities. It was recommended that the Committee look at not only population size when finding municipalities to compare to, but also municipalities that act as a 'central hub' to a larger population as Pembroke does.

10. Other Business

No other business was mentioned.

11. Next Meeting

The next meeting will be held on Monday January 4th, 2021 at 6:30 p.m. through zoom unless there are any recommendations to reschedule due to the holiday season.

12. Adjournment

The meeting adjourned at 7:51 p.m.