



Attendees: Doug Dickerson, Chair, City Councillor, Ward 2
 Tom Melymuk, Director, Office of Sustainability
 Lynn Winterstein, Manager, Marketing & Business Development
 Chantal Whitaker, Coordinator, Sustainability
 Carol Redmond, (Acting) Executive Assistant, Council (Recording Secretary)

Absent: David Pickles, Vice-Chair, City Councillor, Ward 3
 Peter Rodrigues, Regional Councillor, Ward 3 (attending Regional Council)

Item/ Ref #	Details & Discussion & Conclusion (summary of discussion)	Action Items/Status (include deadline as appropriate)
1.	Measuring Sustainability Report Update	C. Whitaker
	<p>Councillor Dickerson called the meeting to order at 11:30 am.</p> <p>Councillor Dickerson noted that consideration should be taken when meetings are scheduled to ensure all members are available.</p> <p>After discussion, it was decided that a master calendar be prepared for 2012, noting all meeting dates for Council, Regional Council, Veridian etc.</p> <p>C. Whitaker advised that the Measuring Sustainability Report went out for internal review and that final revisions are almost complete.</p> <p>Councillor Dickerson inquired if it will be released to all of the individuals involved with the process.</p> <p>C. Whitaker advised that they are looking to release the report in the new year and that everyone involved with the process will be included in the release. They are currently working on the html version of the report.</p> <p>A discussion ensued regarding how to launch the Report. A presentation in Council was suggested. Councillor Dickerson suggested making copies of the report available for distribution on CD's. Staff will consider the options and</p>	<p>C. Redmond to action.</p>

	<p>determine the format of the launch.</p> <p>L. Winterstein noted that the Cultural Directory launch is scheduled for January 25. As well, there will be a big investment announcement in January, date to be determined.</p> <p>L. Winterstein advised that the website launch is scheduled for Spring, 2012.</p>	
2.	Contribution Program	C. Whitaker
	<p>C. Whitaker distributed a list of 2011 contributors and those being considered for the 2012 Contribution Program. Additional businesses were suggested. The list will be revised and distributed to all Committee members for review and comment.</p> <p>C. Whitaker noted that she would like the letters to go out in early January 2012.</p>	C. Whitaker & C. Redmond to action.
3.	Draft Report	T. Melymuk
	T. Melymuk advised that the annual report and work program will be provided to Council in February.	
4.	Compact Heat Storage	All
	<p>T. Melymuk advised that the City of Pickering has an opportunity to obtain funding from Natural Resources Canada to sponsor a research project that SAIC will complete to review the feasibility of utilizing compact heat storage. The results of the research will be distributed in a report due March 31, 2012.</p> <p>SAIC will review both European and Canadian successes on compact thermal storage.</p> <p>Councillor Dickerson asked if Pickering is the only municipality participating. T. Melymuk responded that they were, and commented that only staff resources will be used.</p>	
5.	Seaton Sustainable Placemaking Guidelines (Incentive Program)	T. Melymuk
	<p>T. Melymuk advised that the Seaton Placemaking Guidelines is near completion and suggested that the report to go Council for approval in March.</p> <p>Councillor Dickerson suggested that the report be presented at</p>	

	<p>Councillor Dickerson suggested the opportunity be given for specific staff members to test. Grant Smith should also be asked to do an assessment.</p> <p>C. Whitaker suggested that a question and answer hand-out might be helpful to participating staff.</p> <p>T. Melymuk advised that a luncheon meeting is scheduled for Monday, December 19th with Brian Kelly, Manager of Sustainability, Durham Region to discuss sustainability programs.</p> <p>Councillor Dickerson suggested to showcase the Strawbale House at Sustainable Pickering Day</p> <p>Councillor Dickerson thanked Committee members for their hard work this year.</p> <p>Next meeting date: To be determined</p>	
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Meeting Adjourned: 1:10 pm

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City Clerk