



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

Absent: Jennifer O’Connell, City Councillor, Ward 1 (Vice-Chair)
 David Pickles, City Councillor, Ward 3
 Jack McGinnis - Durham Sustain Ability

Item / Ref #	Details & Discussion & Conclusion <i>(summary of discussion)</i>	Action Items / Status <i>(include deadline as appropriate)</i>
1.	Sustainable Pickering Contribution Program	
	<ul style="list-style-type: none"> • C. Whitaker advised that Indaco Manufacturing Ltd. has contributed \$500.00 towards the program • To date, a total of \$5,000 has been received, with a verbal commitment for an additional \$3,500 • It was suggested sending a follow-up email from the Chair to the December 17th letter that was mailed to potential sponsors 	<p>C. Whitaker to draft a follow-up email to potential sponsors.</p> <p>M. Shim to provide email addresses.</p>
2.	Measuring Sustainability Report	
	<ul style="list-style-type: none"> • C. Whitaker advised that the Measuring Sustainability Report has been designed and the draft circulated • L. Winterstein advised that the Report has been reviewed and edited; appropriate images have been selected and tagged • On schedule for a mid-April release • Being an online document, ability to change and add photographs at anytime • Councillor Dickerson requested that 50 copies be made in an enhanced format so that they can be provided to organizations • An executive summary may also be produced • Print a limited amount and have an up-to-date version 	

	<p>online that can be printed, as needed</p> <ul style="list-style-type: none"> • Additional changes will be done after the community survey, so that the results can be integrated • Councillor Dickerson gave his congratulations on a job well done 	
3.	Community Survey	
	T. Melymuk suggested amending the household income question to recognize households with more than \$80,000 in total income.	C. Whitaker will speak with W. Dekeseredy, University of Ontario Institute of Technology (UOIT) regarding revising the survey.
4.	Earth Hour/Sustainable Pickering	
	<ul style="list-style-type: none"> • C. Whitaker advised that a meeting is being held with Pickering Town Centre staff and their advertising agency, 'Aftershock', to discuss promotional materials • As part of the Challenge, an online form has been created for Earth Hour pre-registration • Registrations can also be done on the day of the event • A \$250.00 gift voucher will be in one of the giveaway (gift) bags • A media/photo opportunity is scheduled for 1:00 pm 	
5.	Other Business	
	T. Melymuk advised that a part-time person will be hired (up to 28 hours per week) to fill-in for C. Whitaker during her maternity leave.	
6.	Next Meeting	
	To be determined.	

Meeting Adjourned: 3:50 pm.