

Climate Change Working Group Terms of Reference

1. Background

The Greater Peterborough Area has undertaken an exciting journey towards sustainability through the development of an Integrated Community Sustainability Plan, known as *Sustainable Peterborough*.

The success of Sustainable Peterborough depends on strong leadership, support, direction and implementation. Community partners are encouraged to form project specific working groups to undertake projects or initiatives identified as Priority Actions. The Working Groups will work towards refining elements of a given Priority Action, ensuring appropriate support, and overseeing overall implementation.

2. Purpose

The Climate Change Working Group's purpose is to work towards the Climate Change goals, strategic direction and priority actions outlined in Sustainable Peterborough, namely:

- **Goal:** We will reduce our contributions to climate change while increasing our ability to adapt to climate change conditions.
- **Strategic Direction:** Reduce and offset greenhouse gas emissions produced within our community.
- **Priority Action:** Become active members in the Partners for Climate Protection Program (PCP) to establish a baseline of greenhouse gas emissions with a corresponding plan for achieving a set target in emissions reductions.

Specifically, the Climate Change Working Group has agreed to work towards the following objective, based on the five areas of focus:

- **Objective:** advance and collaborate on climate change actions.
 1. **Raise awareness and capacity in** the community on the impacts of climate change and potential actions across the Greater Peterborough Area
 2. **Mitigation:** through the PCP program, identify and address local sources of GHG emissions by developing local GHG inventories, setting GHG reduction targets, developing and carrying out local climate change action plans.

3. **Adaptation:** prepare and implement a regional Climate Change Adaptation Plan.
4. **Corporate Climate Change:** commit to reducing greenhouse gas emissions while enhancing organizational and institutional and act on climate change.
5. **Community Climate Change:** increase awareness, knowledge, personal, and community action and commitment to reducing GHG locally and regionally, while improving community and personal resiliency.

3. Membership

Membership on the Working Group will include community representatives who have climate change knowledge and expertise, with desirable skills and assets that support the working group. Preference will be given to community partners of Sustainable Peterborough. The Workshop Group should not exceed 12 members.

Membership

Chairperson: Stephen Hill, Trent University

Members:

- Sheridan Graham, County of Peterborough
- Melanie Kawalec, City of Peterborough
- Liana Urquhart, Peterborough Utilities Service Inc.
- Donna Churipuy, Peterborough County-City Health Unit
- Suresh Kandaswamy, Kawartha Heritage Conservancy
- Axel Tscherniak, GreenUP
- Lynda Langford, Trent University Master's Student
- Atul Jain, Peterborough County-City Health Unit
- Shawn Telford-Eaton, Peterborough County-City Health Unit

Business Representative

Representative from ORCA

Margot Perun, Community Representative

Vacancy

4. Chair

The Chairperson will be appointed by the Working Group. In the absence of the Chair, the remaining members present shall elect one of themselves to chair the meeting.

5. Resources and Budget

Members of the Working Group will provide the resources as required.

There is no budget established for this Working Group. Operating budget requirements will be directed to the Sustainable Peterborough Coordinating Committee or through working group members, as appropriate. Project or capital budgets will require securing external funding sources

and matching community funding. Securing these funds will be a requirement of the Working Group.

6. Summary of Roles, Responsibilities, and Resources

Accountability and Reporting – the Chair or a representative shall report regularly to the Sustainable Peterborough Coordinating Committee on its proceedings.

Meetings – the Working Group will meet 6-12 times a year as required.

Meeting Location - Meetings will take place at the Peterborough County-City Health Unit, 10 Hospital Drive, Peterborough or any other designated facility, as needed.

Notice of Meeting - notice of each meeting confirming the venue, time and date together with an agenda will be forwarded to each member of the Working Group and any other person required to attend, at least 3 working days before the date of the meeting.

Agenda & Minutes – a member of the Working Group, normally the Chair, shall set the agenda and prepare the note style minutes. Minutes should be distributed within 10 working days of the meeting.

Decision Making – the Working Group will use consensus to more directions or actions, no voting or quorum are required.

7. Work Plan

The Climate Change Working Group Logic Model will outline the work plan, expectations, deliverables and timelines.