

Sustainable Peterborough Business Initiative (SPBI) 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 Sustainable Business Initiative (SBI) Working Group's purpose is to work towards the Economic Development & Employment goals, strategic direction and priority actions outlined in Sustainable Peterborough, namely:

- **Goal:** We will create and retain prosperity by providing investment and employment opportunities within sustainable local and global markets.
- **Strategic Direction:** Support local businesses to transition to sustainable models.
- **Priority Action:** Develop and implement a local program which fosters sustainable business activities among our region's small and medium sized enterprises.

A copy of the Sustainable Peterborough Economic Development & Employment Theme is attached to the Terms of Reference. Specifically, the SBI Working Group has agreed to work towards the following objective, based on the following areas of focus:

- **Objective:** to educate, motivate and empower local businesses to become more sustainable.
 1. **Educate:** inform local SMEs of the concept of business sustainability, positioned in business terms (i.e. efficient use of resources, risk management, brand value), and frame it as a "smart business" strategy; answers the question "What Is A Sustainable Business"
 2. **Motivate:** inspire local SMEs to want to transition towards more sustainable operating models by highlighting benefits and utilizing local success stories; answers the question "What Are the Benefits of Sustainability"

3. **Empower:** provide local SMEs with the tools to move towards sustainability including the hosting of “how to” workshops, providing information on incentive programs, grant programs, local service providers, as well as networking opportunities for knowledge transfer related to sustainability; answers the question “What Resources are Available?”

3. Membership

Membership on the Working Group will include community representatives who have applicable knowledge and expertise, with desirable skills and assets that support the working group. Preference will be given to community partners of Sustainable Peterborough. The Working Group should not exceed 12 members. New members will be accepted to replace any vacancies for current members who no longer wish to continue as members of SBI. Acceptance of new members will require approval by the current/remaining members. Departing members will be encouraged to seek a replacement for consideration. Should a member not be in attendance and not send regrets for three consecutive meetings, the Chair may ask the committee member to appoint an alternate member for consideration or to step off the committee.

Membership

Co - Chairs: Craig Mortlock, Mortlock Construction
Cathy Mitchell, Green Business Peterborough

Members: Rob Arkell, Cambium Inc.
Natalie Ambler, Swish Maintenance
Diane Camelford, Lansdowne Place
Andrew Laing, TD Canada Trust
Tyler Nolan, SGS
Henry Bakker, GreenUP/Green Business Peterborough
Brigid Ayotte, Township of Cavan-Monaghan
Anca Pascalau, Sustainable Peterborough PED
Melanie Kawalec, City of Peterborough
Andre De Bellefeuille, AE Electric

Requests:

Jeff Taylor, Collins & Sparrow
Elizabeth Teleki or Joe Rees, PED
Dan Lelegult, Dan Foods
Linda Slavin, Sustainable Peterborough/COIN

4. Chair

The Chairperson or Co-Chairs will be appointed by the Working Group annually in January. In the absence of the Chair, the remaining members present shall elect one of themselves to chair the meeting.

5. Guests

In addition to Members, guests with relevant experience and/or expertise will also be invited to attend SBI meetings. Guest will be encouraged to share their insight and opinions during discussions but will not participate in any votes which may take place.

6. Administrative Support

Members of the SBI Working Group will may volunteer or, on a rotating basis, share in the responsibilities of administrative support for the Working Group, including minutes taking and distribution, meeting reminders, and the like.

7. Resources and Budget

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

There is no standing budget established for this Working Group. The Working Group will run on a cost neutral basis however any excess revenue remaining following a paid event will be set aside to cover future event costs. Funds associated with SBI events will be held by the Greater Peterborough Economic Development Corporation.

8. Summary of Roles, Responsibilities, and Resources

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

Meetings – the Working Group will meet 4 times a year as required.

Meeting Location - Meetings will take place at the Cambium Inc. offices 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 move directions or actions. Voting is not required, except in the case where consensus cannot be reached.

Voting - In the case where a vote is required, a quorum must be present and all members present at a meeting shall be eligible to vote on a decision, except for the Chair. The Chair will only be eligible to vote in order to break a tie or in place of an active member of the committee who has declared a conflict of interest on the topic at hand. In the case of a vote, resolutions or decisions must be moved, seconded, and voted on by the Committee based on majority rules.

9. Quorum

A quorum will consist of 50% of members and will be required to put forth any recommendation

10. Work Plan

The SBI Working Group will prepare an annual work plan that outlines roles, responsibilities, expectations, deliverables and timelines. The work plan is to be approved by the SBI working group annually.

11. Indicators of Success

The following are suggested indicators of success that may be used as metrics:

- Uptake of attendees of events by savings experienced;
- A growing list of people attending SBI events;
- Improvements and enhancements noted by members of Green Business Peterborough;
- Survey results;
- Gap analysis.