

## **DRAFT**

### **Sustainable Peterborough Coordinating Committee Terms of Reference**

#### **Background**

Our community, the Greater Peterborough Area, has undertaken an exciting journey towards sustainability through the development of an Integrated Community Sustainability Plan, known as the Sustainable Peterborough Plan. The success of our Sustainable Peterborough Plan depends on strong leadership, support, and guidance. A Sustainable Peterborough Coordinating Committee was established, effective April 2012, to assist with the guidance, partnership development, and implementation of the Sustainable Peterborough (SP) Plan.

Based on the Priority Actions outlined in the SP Plan, a number of studies, plans, and opportunities have developed, such as the Greater Peterborough Area Climate Change Action Plan (CCAP), the Healthy Kids Community Challenge (HKCC), and so on. These Plans and associated programs continue to reside under the umbrella of SP, overseen by the SP Coordinating Committee (CC).

#### **Coordinating Committee Structure**

The CC shall consist of no more than 17 members who live or work within the Greater Peterborough Area, and who are interested in participating for a two-year term on the Committee. Members may elect to stay on for additional terms.

Current representation on the SP CC includes City, County, Townships, local First Nations, Peterborough & the Kawartha Economic Development, Trent University, Fleming College, GreenUP, Transition Town Peterborough, Otonabee Conservation Authority, Peterborough Public Health, and community representatives.

The CC operates under the auspices of Peterborough & the Kawartha Economic Development (PKED) and shall keep that Board apprised of its activities. The PKED President & CEO shall be treated as an ex officio of SP CC.

#### **Role**

The SP CC serves as an advisory committee to local governments to coordinate and monitor SP operations, activities and events; to provide strategic direction, input, and expert knowledge. We work within local government to advance sustainability.

In our role as coordinator, we help community groups work together. As a facilitator, we make things go more easily or smoothly. As a catalyst, we introduce and effect change. As a broker, we bring people together in a common cause. The role is not one of community advocacy, lobbyist, provocateur, or agitator for change.

## **Responsibilities**

Responsibilities of the CC will include:

- Continuously promote, communicate, and educate the community on our Sustainable Peterborough Plan and our Climate Change Action Plan, including making presentations to agencies, schools and interested community members who would like to learn more about sustainability, our Plan and our progress;
- Monitor the progress of the implementation of both Plans and programs;
- Develop community partners, champions and leaders;
- Create sustainable and climate change initiatives, programs, and actions;
- Seek funding opportunities, develop business partnerships, prepare applications and administer grants to fund priority projects;
- Provide expert knowledge as it relates to each member's area of specialty;
- Provide advice relating to the overall implementation of both Plans; and
- Assist with the organization of workshops, conferences, annual events, reporting, report cards and presentations.

## **Membership**

Members will be selected based on their community representation, their sustainable-based knowledge and experiences, their skill set and assets that support the roles and responsibilities of the committee. Membership should include a balance of gender, age, and cultural diversity. Preference will be given to Sustainable Peterborough community partners.

Each year the Committee Chair will ask current Committee members if they wish to remain active members for the following year. If vacancies arise, the Chair will invite Committee members for suggested names of community members to fill vacancies based on agency diversity, personal interest, and relationship to SP projects. The SP Executive will review all candidates and offer the memberships.

## **Committee Chair and Vice-Chair**

At the first meeting of each year, a Committee Chair and a Vice-Chair will be appointed by nomination and voted on by the CC.

In the absence of the Committee Chairperson and/or the Vice-Chair, the Past Chair may chair the meeting.

The Committee Chair will chair the Coordinating Committee meetings and be the official spokesperson of behalf of Sustainable Peterborough.

The Committee Vice-chair will chair the Coordinating Committee meetings and will cover as spokesperson in the absence of the Chair. They are in essence the Committee Chair in training.

The Past Chair will provide support, direction, and coverage as required and requested by either the Chair or Vice-Chair.

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## **Executive Committee**

The Executive Committee shall consist of the Chair, Vice-Chair, Past Chair, PKED President & CEO, and City of Peterborough Sustainability Manager. The SP Coordinator may attend as required.

The Executive Committee will meet to set the CC agenda, review and set the budget, direct staff work plans, review funding applications and reporting requirements, prepare purchasing documents, establish governance matters for SP, oversee SP staff and the hiring process, and act as administrators for SP and the CC.

## **Resources**

PKED will employ the following contract staff to support Sustainable Peterborough:

- a) Sustainable Peterborough Coordinator:
  - Is a part-time contract staff position working three days a week out of the PKED office; reports to the Chair.
  - The SP Coordinator will provide administrative and project support for Sustainable Peterborough, specifically to the SP CC, Subcommittees, and Working Groups. Core responsibilities are outlined in the annual contract.
  - Funding for this position is split 50-50 between the City and the County, through the SP annual budget, unless external funding is secured.
  
- b) Sustainable Peterborough Partnership Developer:
  - Is an independent contractor, working the equivalent of one to two days per week from their own office; reports to the SP Coordinator.
  - The SP Partnership Developer will be accountable to the CC on all components of partnership development. Core responsibilities are outlined in the annual contract.
  - Funding for this position is split 50-50 between the City and the County, through the SP annual budget, unless external funding is secured.
  
- c) Climate Change Action Plan (CCAP) Implementation Coordinator:
  - Is a full-time contract staff position working five days a week out of the County of Peterborough Courthouse; reports to the Chair.
  - The CCAP Implementation Coordinator will be accountable to the CC on CCAP development and progress. Core responsibilities are outlined in the two-year contract.
  - Funding for this position is generated 50% from the County of Peterborough and the 8 Townships, and 50% by the City of Peterborough, unless external funding is secured.

Staff positions will act as resources to SP CC, on SP and CCAP projects, Working Groups, and Subcommittees, in a supportive, non-voting capacity.

## **Budget**

The SP budget, as approved by the CC, will be a component of PKED's annual operating budget, maintained and communicated by the Chair or Coordinator to PKED. The Chair or Coordinator shall report SP budget updates quarterly to the CC.

## **Funding**

SP may leverage external funding to support projects or programs. Any external funding should be applied through PKED as the lead applicant. All sources of funding should flow through PKED to

capture the value of the investment. PKED will provide cash flow and book keeping for SP. The Project Manager or Chair of each respective project funding grant shall provide a budget update quarterly to SP CC.

The County of Peterborough will provide in-kind services in hosting the CCAP Implementation Coordinator at the County of Peterborough Courthouse.

## **Accountability and Reporting**

The Chair or their designate shall report formally to the PKED Board on its annual proceedings at least once a year.

The Chair or their designate shall report once a year on activities and proceedings to City Council, County Council, Townships Councils, and First Nations Councils.

## **Meetings**

**Frequency** – the Committee will meet bi-monthly or on an as-required basis at the request of any of its members.

**Agenda** – the Coordinator shall set the agenda through input from the Executive Committee or the Chair.

**Quorum** – a quorum will consist of 50% of members to put forth any recommendation.

**Attendance** – a Member's seat may be declared vacant if the Member is absent for three (3) consecutive meetings, without leave of absence from the Committee or without reasons satisfactory to the Committee.

**Voting** – all CC members present at a meeting shall be eligible to vote on a decision, except for the Chairperson, who will only be eligible to vote in order to break a tie or an active member of the committee who has declared a pecuniary interest on the topic at hand. On matters in which the Chair wishes to participate in the debate, they must step down from the Chair for the balance of the discussion.

**Secretary** – the Coordinator shall take minutes for the Committee and meeting notes for the Working Groups and Subcommittee meetings, as required.

**Notice of Meeting** - notice of each meeting confirming the venue, time and date together with an agenda of items to be discussed will be forwarded to each member of the Committee and any other person required to attend, no later than 3 working days before the date of the meeting.

**Conduct of Meeting** – all eligible committee members shall hold one vote; resolutions or decisions must be moved, seconded, and voted on by the Committee in accordance with Robert's Rules.

**Minutes** - The Coordinator shall minute the proceedings, actions and resolutions of all SP CC meetings and required Working Group and Subcommittee meetings, including the names of those in attendance and associated actions or direction.

**Public** – all meetings are open to the public and may be attended by the public sitting in the gallery, unless an item on the agenda restricts public participation.

### **Working Groups and Ad Hoc Subcommittees**

The Coordinating Committee may establish Working Groups as standing committees to advance the SP theme areas. It may also establish short term “Ad Hoc” Subcommittees to respond to issues and opportunities as they arise.

Working Groups and Subcommittees shall appoint Chairs from among its SP CC membership. The Chairs shall subsequently report to the SP CC on their activities.

The Working Groups and Subcommittees may recruit CC members and interested individuals from the broader community. They should present a slate of members for approval by the CC annually for insurance and liability purposes.

Revised December 7, 2017