

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 Plan.

Coordinating Committee Structure

The Coordinating Committee 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 one-year term on the Committee. Members may be appointed for additional terms.

Current representation includes: City, County, Townships, local First Nations, Peterborough Economic Development, Trent University, Fleming College, Green-up, Transition Town, Otonabee Conservation Authority, Peterborough County-City Health Unit, and community representatives.

The Committee operates under the auspices of Peterborough Economic Development and shall keep that Board advised of its activities.

Role

The Sustainable Peterborough (SP) Coordinating Committee (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, 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 the Plan;
- Develop community partners, champions and leaders;
- Collaborate and create sustainable initiatives;

- Seek funding opportunities, develop business partnerships, prepare applications and administer grants to fund sustainable projects;
- Provide expert knowledge as it relates to each member's area of specialty;
- Provide advice relating to the overall implementation of the Plan; and
- Assist with the organization of workshops, conferences, annual events, 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.

Past Chair

The Past Chair may fill in for Chair or Vice-Chair responsibilities, during their absence.

Executive Committee

Shall consist of the Chair, Vice-Chair, Past Chair, SP Coordinator, and City of Peterborough Sustainability Manager who will meet to set the CC agenda, review and set the budget, staff work plans, funding applications and reporting requirements, prepare purchasing document and oversee the hiring process, and acts as administrators for SP and the CC.

Resources

Peterborough Economic Development (PED) will employ a Sustainable Peterborough Coordinator as a part-time staff position working three days a week and a Sustainable Peterborough Partnership Developer as an independent contractor, working the equivalent of one to two days per week. Both positions will act as resources to the SP Plan, SP projects, Working Groups, Sub-Committees, and to the CC, in a non-voting capacity.

The Sustainable Peterborough Coordinator will be accountable to the CC, supervised by the Chair. Core responsibilities are outlined in the annual contract.

The Sustainable Peterborough Partnership Developer will be accountable to the CC, but supervised by the SP Coordinator. Core responsibilities are outlined in the annual contract.

Budget

The SP CC budget will be a component of PED's annual operating budget, maintained and communicated by the Coordinator to PED.

Accountability and Reporting

The Committee Chair, Vice-Chair, or the Coordinator, shall report formally to the PED Board on its annual proceedings, including the annual report card.

The Chair, Vice-Chair, or the Coordinator, shall report once a year on activities and proceedings, including the annual report card, to City Council, County Council, Townships Councils, and First Nations Band 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.

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 Working Groups 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 Committee meetings and required Working Group meetings, including the names of those in attendance.

Working Groups and Ad Hoc Sub-Committees

The Coordinating Committee may establish Working Groups as standing committees to advance the SP themes. It may also establish short term "Ad Hoc" Sub-Committees to respond to issues and opportunities as they arise.

The CC shall appoint Working Group and "Ad Hoc" Sub-Committee Chairs from among its membership.

They shall subsequently report on the activities of their respective group.

The Working Group and “Ad Hoc” Sub-committee 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.

Approval Date - February 24, 2017