



# **Coordinating Committee Manual**

**2022**

# **Summary of Contents**

- 1. Land Acknowledgement**
- 2. Background**
- 3. Sustainable Peterborough (SP) and Peterborough & the Kawarthas Economic Development (PKED) joint Media Release introducing the SP Strategic Plan 2021-2031**
- 4. SP Strategic Plan 2021-2031**
- 5. SP Organizational and Governance Chart**
- 6. SP Coordinating Committee (SP CC) Terms of Reference**
- 7. SP CC Skills Matrix**
- 8. SP Contact List (SP CC members, SP Executive Committee members, SP staff)**
- 9. Summary of SP CC Terms of Appointment**
- 10. SP PKED Relationship Guiding Principles**

# Land Acknowledgement

We respectfully acknowledge that we are located on the Treaty 20 Michi Saagiig and Chippewa Nations, known collectively as the Williams Treaty First Nations which include Hiawatha First Nation and Curve Lake First Nation.

Sustainable Peterborough respectfully acknowledges that the Williams Treaty First Nations are stewards and caretakers of these lands and waters in perpetuity and that they continue to maintain this responsibility to ensure their health and integrity for generations to come.

Sustainable Peterborough recognizes that a healthy, resilient community involves working together with a variety of partners and neighbours including local indigenous communities.

# Background

[Sustainable Peterborough \(SP\)](#) is a community based regional partnership historically comprised of community groups, businesses, educational institutions, local governments and First Nations. SP evolved out of an informal group of individuals and organizations who started meeting at the dawn of the new millennium under the name of Sustainability Network. Their work led to the creation of the Sustainable Peterborough Plan. In the spring of 2012 the City of Peterborough, Peterborough County, the eight Townships within it, and the two First Nations adopted the Greater Peterborough Area Community Sustainability Plan.

SP is overseen by the Sustainable Peterborough Coordinating Committee. Components of the original Plan have been incorporated into Official Plans, and influenced Transportation Plans, Energy Plans, Cultural Plans, economic development and tourism strategies, Age Friendly Plans, Strategic Plans, and the Community Well-Being Plan. SP has assisted in the securement of over \$1,000,000 in external funding for projects such as the [Healthy Kids Community Challenge](#) and the [Climate Change Action Plan \(CCAP\)](#) for the Greater Peterborough Area.

SP has been proud to work with over 170 partner organizations, institutions, businesses, local governments and First Nations to advance local sustainability. To showcase our collective successes, our [annual Report Card](#) was developed to highlight some of the countless sustainable accomplishments of our community partners – a brochure that came to be cherished in the Greater Peterborough Area community. Each spring we further celebrated our partners' commitment to sustainability by hosting the popular [Sustainable Peterborough Partnership Recognition Awards](#).

Since 2012 our community has changed and evolved, as have the definitions of sustainability and related local programs and initiatives. This led to a much-needed review and refresh of Sustainable Peterborough. Therefore, SP has spent the last couple of years conducting an extensive organizational review, including a governance and plan review. This comprehensive work facilitated many insightful conversations and led to the decision that the new Sustainable Peterborough Plan should focus on helping the community implement and track progress towards the [United Nations Sustainable Development Goals \(SDGs\)](#).

The SDG framework has become a recognized tool for advancing sustainability in the Greater Peterborough Area. Communities in Ontario and across Canada are working on localizing the SDGs. The SDGs have become a globally recognized framework for measuring progress towards sustainability. Benefits of using the SDG framework include the use of shared language and goal setting for sustainability across many communities globally and locally and access to tools to track and visualize progress towards the goals.

Utilizing the SDG framework provides an opportunity for Sustainable Peterborough to continue the vital SDG work conducted through the [2019-2021 Community Forum](#) led by Kawartha World Issues Centre and Peterborough GreenUP. It also provides an opportunity to use long-standing community connections and partnerships to build on the significant local

interest in sustainability, raise awareness of the SDGs, and incorporate best practices from other communities.

Our newly launched [Strategic Plan 2021-2031](#) was approved by the Sustainable Peterborough Coordinating Committee and the Peterborough & the Kawarthas Economic Development (PKED) Board of Directors in late 2021. It provides a glimpse into our history and accomplishments, our governance structure, and the vision and mission for our path forward as we focus on starting to accomplish the objectives listed therein.

The SDG framework also aligns SP's new strategic plan and PKED's [Future Ready Regional Economic Development Strategy](#). The Future Ready strategy identifies five SDGs as priorities for the region to achieve the vision of seeing Peterborough & the Kawarthas become the most sustainable and innovative community and economy in Ontario. Sustainable Peterborough has been operating under the auspices of PKED since its inception in 2012, and the recent governance review has led to the mutually supported decision that this relationship continues. The partners are looking forward to further solidifying the relationship and having improved alignment through the mutual vision of advancing priority SDGs in Peterborough & the Kawarthas.

"On behalf of the Sustainable Peterborough Coordinating Committee, we are excited to work towards Sustainable Peterborough's new mission of supporting, measuring, celebrating, and facilitating collective action among local governments, businesses, institutions, and organizations to annually track and measure progress towards achieving targets related to priority Sustainable Development Goals," stated Karen Jopling (representing Peterborough County) and Michael Papadacos (representing the City of Peterborough), Co-Chairs of the Sustainable Peterborough Coordinating Committee.



**MEDIA RELEASE – April 21, 2022**

## **UNITED NATIONS SUSTAINABLE DEVELOPMENT GOALS KEY FOCUS FOR NEW SUSTAINABLE PETERBOROUGH STRATEGIC PLAN**

**[PETERBOROUGH, ON]:** Sustainable Peterborough (SP) and Peterborough & the Kawarthas Economic Development (PKED) are pleased to announce the launch of Sustainable Peterborough's new [Strategic Plan](#).

Sustainable Peterborough has spent the last couple of years conducting an extensive organizational review, including a governance and plan review. This comprehensive work facilitated many insightful conversations and led to the decision that the new Sustainable Peterborough Plan should focus on the United Nations Sustainable Development Goals (SDGs).

The SDG framework has become a recognized tool for advancing sustainability in the Greater Peterborough Area. Communities in Ontario and across Canada are working on localizing the SDGs. The SDGs have become a globally recognized framework for measuring progress towards sustainability. Benefits of using the SDG framework include the use of shared language and goal setting for sustainability across many communities globally and locally and access to tools to track and visualize progress towards the goals.

Utilizing the SDG framework provides an opportunity for Sustainable Peterborough to continue the vital SDG work conducted through the 2019-2021 Community Forum led by Kawartha World Issues Centre and GreenUP. It also provides an opportunity to use long-standing community connections and partnerships to build on the significant local interest in sustainability, raise awareness of the SDGs, and incorporate best practices from other communities.

The SDG framework also aligns SP's new strategic plan and PKED's Future Ready Regional Economic Development Strategy, which was developed through extensive community consultation. The Future Ready strategy identifies five SDGs as priorities for the region to achieve the vision of seeing Peterborough & the Kawarthas become the most sustainable and innovative community and economy in Ontario.

"On behalf of the Sustainable Peterborough Coordinating Committee, we are excited to work towards Sustainable Peterborough's new mission of supporting, measuring, celebrating, and facilitating collective action among local governments, businesses, institutions, and organizations to annually track and measure progress towards achieving targets related to priority Sustainable Development Goals," stated Karen Jopling and Michael Papadacos, Co-Chairs of the Sustainable Peterborough Coordinating Committee.

“In a sustainable economy, people live and do business in ways that are good for the economy, the environment, and communities. Sustainable economic development is about more than just being green; business activity reflects a commitment to sustainability and, in turn, sustainability helps the economy thrive for future generations. The staff and board of PKED are looking forward to collaborating with Sustainable Peterborough on this new strategic plan.” said PKED’s President & CEO Rhonda Keenan.

The new Strategic Plan is available on the Sustainable Peterborough [website](#).

-30-

For media inquiries contact Anca Pascalau, Sustainable Peterborough Coordinator, at [apascalau@investptbo.ca](mailto:apascalau@investptbo.ca)

## **BACKGROUND:**

Sustainable Peterborough has been operating under the auspices of PKED since its inception in 2012, and a recent governance review has led to the mutually supported decision that this relationship continues. The partners are looking forward to further solidifying the relationship and having improved alignment through the mutual vision of advancing priority SDGs in Peterborough & the Kawarthas. The Sustainable Peterborough Coordinating Committee and the PKED Board of Directors recently issued support and approval of the new SP Strategic Plan. The new approved Strategic Plan was recently presented to County Council and the City of Peterborough’s Environmental Advisory Committee, and we are looking forward to presenting it to City of Peterborough’s Council in early May.

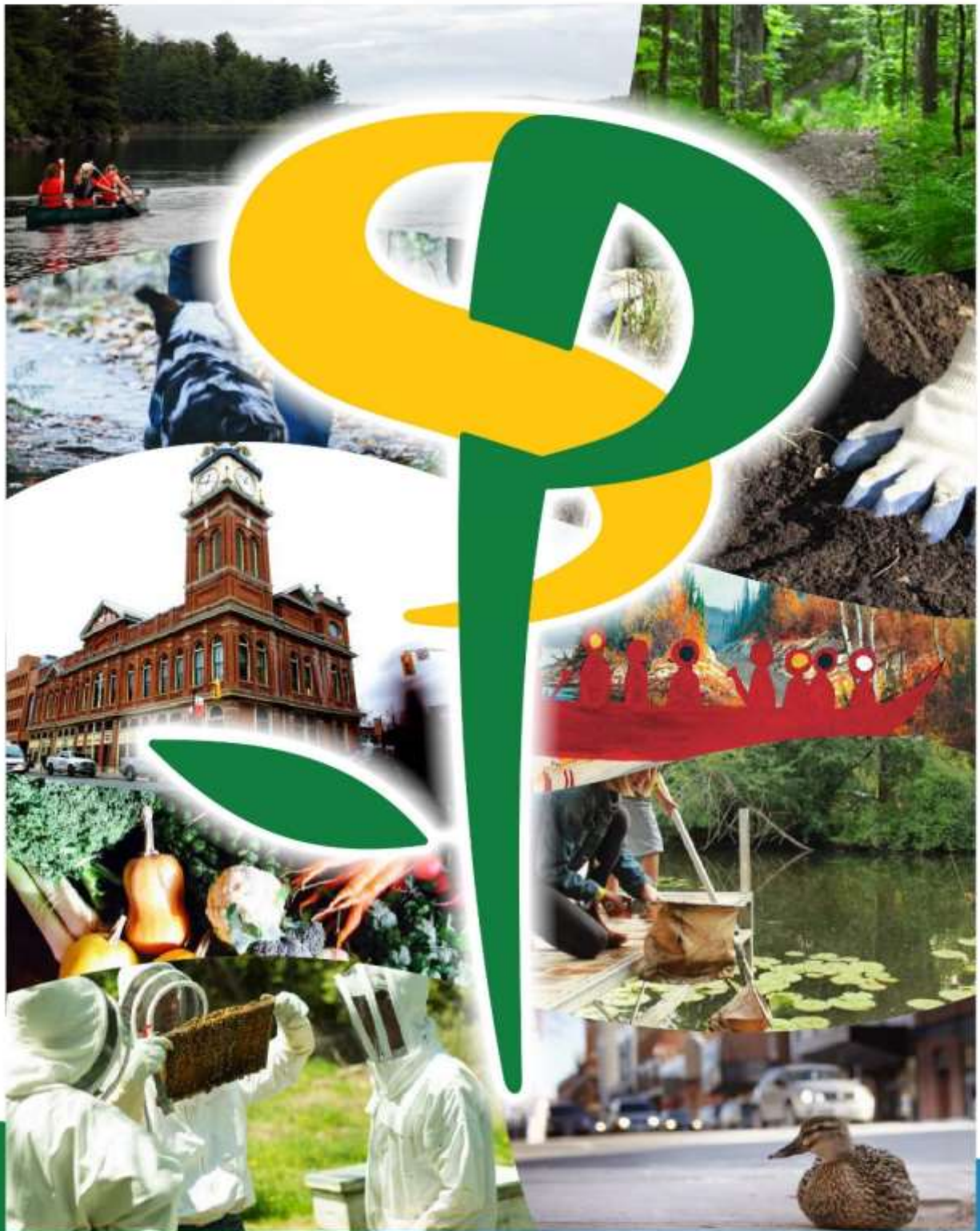
## **About PKED**

Peterborough & the Kawarthas Economic Development (PKED) is the lead regional economic development agency contracted to conduct core economic development activities on behalf of the City and County of Peterborough. PKED also operates Peterborough & the Kawarthas Tourism (the region’s official Destination Marketing Organization and Visitor Centre) and the Business Advisory Centre (the region’s Small Business Enterprise Centre). It also provides administrative support for the Kawarthas Manufacturers Association and is the host organization for Sustainable Peterborough.

## **About Sustainable Peterborough**

Sustainable Peterborough (SP) is a community based regional partnership historically comprised of community groups, businesses, educational institutions, local governments and First Nations. SP evolved out of an informal group of individuals and organizations who started meeting at the dawn of the new millennium under the name of Sustainability Network. Their work led to the creation of the Sustainable Peterborough Plan. In the spring of 2012 the City of Peterborough, the County of Peterborough, its eight Townships, and the two First Nations adopted the Greater Peterborough Area Community Sustainability Plan. SP is overseen by the Sustainable Peterborough Coordinating Committee, an advisory committee to local government. Components of the original Plan have been incorporated into Official Plans, and influenced Transportation Plans, Energy Plans, Cultural Plans, Age Friendly Plans, Strategic Plans, and the Community Well-Being Plan. SP has assisted in the securement of over \$1,000,000 in external funding for projects such as the Healthy Kids Community Challenge and the Climate Change Action Plan (CCAP) for the Greater Peterborough Area. The new SP Strategic Plan has identified the SDG tracking and advancing framework as the basis for the new SP Plan.





# Strategic Plan 2021-2031



# Message from Our Co-Chairs

We would like to take this opportunity to recognize and thank Sustainable Peterborough's longstanding Chair, Sheridan Graham, and Vice-Chair, Meredith Carter, for their tireless work, passion, support, for championing sustainability for the last 5 years, and for seeing us through the strategic planning process and establishing the solid foundation towards Sustainable Peterborough's exciting new direction! In addition, we would like to recognize the tireless efforts put forth throughout the years by our Sustainable Peterborough Co-Ordinator Anca Pascalau. We would not be where we are today without you, Anca!

In 2007, the City of Peterborough, the County, its eight Townships, two First Nations, and community partners established Sustainable Peterborough. This unique partnership has since leveraged significant external funding and influenced regional planning and programming.

These last 3 years have seen a significant amount of change internally, as well as on the political, economic, health, and environmental spectrum, posing undue challenges, but also presenting opportunities to reflect and look towards building a more sustainable future.



# SUSTAINABLE DEVELOPMENT GOALS



Sustainable Peterborough has spent the last couple of years conducting an extensive organizational review, which included a governance as well as a thorough Plan review. This comprehensive work facilitated many important and insightful conversations and has led to the decision that we will base our updated Plan around the United Nations Sustainable Development Goals (SDGs).

The SDGs were developed in 2015 by the United Nations and are a set of 17 interconnected goals designed to provide a roadmap for communities and organizations to define and achieve a more sustainable future. The SDGs provide a holistic framework for understanding sustainability and are intended to be achieved by the year 2030.

It is apparent that the SDG framework is being recognized as a tool for advancing sustainability in the Greater Peterborough Area. Communities in Ontario and across Canada are working to localize the SDGs. Utilizing the SDG framework provides an opportunity for Sustainable Peterborough to use our unique position and long-standing community partnerships to build on the significant local interest in sustainability, raise awareness of the SDGs, and incorporate best practices from other communities.

We are excited and look forward to Sustainable Peterborough's SDG focused new Plan!

**Karen Jopling & Michael Papadacos,**  
Co-Chairs  
Sustainable Peterborough Coordinating Committee



# Our Story

We have much to celebrate since our first Community Sustainability Plan was adopted in 2012. Our community is well informed, engaged, passionate, and committed to sustainability.



## Influenced

Official Plans, Transportation Plans, Age-Friendly Plans, Cultural Plans, Community Wellbeing Plan



**2007**

City and County Councils expressed support for a Sustainability Planning Initiative



**2008**

Sustainable Peterborough Steering Committee inaugural meeting



**2010**

Formal planning for Sustainable Peterborough commenced



**2012**

Sustainable Peterborough Plan adopted



**2012-2018**

Annual Report Cards



**2012-2020**

Sustainable Peterborough Working Groups:

Climate Change  
Energy  
Future of Food and Farming  
Healthy Kids Community Challenge  
Sustainable Peterborough Business Initiative  
Water



**2014-ongoing**

Climate Change Action Plan



**2015-2018**

Partnership Recognition Awards



## The Vision

The majority of businesses, institutions, organizations and local governments in the Greater Peterborough Area are intentionally integrating and achieving measurable targets related to locally identified priority Sustainable Development Goals.

**\$1** leveraged over  
**1 MILLION**  
over time in external funding

**FCM**

FEDERATION  
OF CANADIAN  
MUNICIPALITIES

FEDERATION  
CANADIENNE DES  
MUNICIPALITES

Ontario  
Trillium Foundation



COLLEGES &  
INSTITUTES  
CANADA

COLLEGES &  
INSTITUTS  
CANADA



Fondation Trillium  
de l'Ontario

An agency of the Government of Ontario  
organisme gouvernemental de l'Ontario

## The Mission

Sustainable Peterborough will support, measure, celebrate and facilitate collective action among local governments, businesses, institutions, and organizations to annually track and measure progress towards achieving targets related to priority Sustainable Development Goals.



# The Opportunity

This Strategic Plan was developed to guide Sustainable Peterborough (SP) to advance local sustainability and measure progress related to the 17 Sustainable Development Goals (SDGs) identified by the United Nations. The SDGs have become a globally recognized framework for measuring progress towards sustainability. Benefits of using the SDG framework include the use of shared language and goal setting for sustainability across many communities globally and locally.

In 2018 the Canadian government embraced the SDGs and created the Canadian Agenda 2030 Strategy. Locally, a number of initiatives and organizations have already incorporated SDGs into their strategic plans and actions, and we anticipate that more will adopt this model.



Utilizing the SDG framework provides an opportunity for Sustainable Peterborough to build on the significant interest in sustainability in our community, raise awareness of the SDGs, and incorporate best practices from other communities. The SDG framework also provides a variety of tools to track and visualize progress towards the goals.

## Objective 1

### Develop the new SP Plan with an SDG focus

**Action 1.1** – Review the structure of the SP Coordinating Committee to provide expert knowledge and input, to oversee, support, and assist with the guidance and implementation of the new SP Plan.

**Action 1.2** – Update the SP Coordinating Committee Terms of Reference

**Action 1.3** – Write the new SDG focused SP Plan

## Objective 2

### Develop the framework for monitoring SDG related work in the community and measuring progress

**Action 2.1** – Establish meaningful local indicators across all priority SDGs

**Action 2.2** – Launch a collection method for quantitative and qualitative data

**Action 2.3** – Develop baselines and targets

## Objective 3

### Communicate and raise local awareness of the SDGs

**Action 3.1** – Create a new SDG focused website for data collection, also containing an SDG education hub and toolkit

**Action 3.2** – Collaborate with the Greater Peterborough Area local governments, First Nations, institutions, organizations, and businesses to raise awareness of the SDGs and support local efforts related to advancing the SDGs

## Objective 4

### Track/Measure SDG progress, report, and celebrate success

**Action 4.1** – Collect SDG related actions, quantitative and qualitative data, through community reporting and accessing available data through other available resources such as Statistics Canada

**Action 4.2** – Track progress through the established framework

**Action 4.3** – Issue progress reports

**Action 4.4** – Celebrate Greater Peterborough Area SDG achievements

# SP Organizational and Governance Chart



# Terms of Reference

## Sustainable Peterborough Coordinating Committee

### Background

Sustainable Peterborough (SP) is a regional partnership historically comprised of community groups, businesses, educational institutions, non-profit organizations, local governments and First Nations. SP evolved out of an informal group of individuals and organizations who started meeting at the dawn of the new millennium under the name of Sustainability Network. Their work led to the creation of the Greater Peterborough Area Community Sustainability Plan which was adopted in the spring of 2012 by the City of Peterborough, Peterborough County, its eight Townships, and the two First Nations. The SP Coordinating Committee was established in April 2012 to assist with the guidance and implementation of the SP Plan. Components of the original Plan have been incorporated into Official Plans, and influenced Transportation Plans, Energy Plans, Cultural Plans, economic development and tourism strategies, Age Friendly Plans, Strategic Plans, and the Community Well-Being Plan. SP has assisted in the securement of over \$1,000,000 in external funding for projects such as the Healthy Kids Community Challenge and the Climate Change Action Plan (CCAP) for the Greater Peterborough Area.

Since 2012 our community has changed and evolved, as have the definitions of sustainability and related programs and initiatives. This led to a review and refresh of SP, which included conducting an extensive organizational review, a governance and plan review. This comprehensive work facilitated many insightful conversations and led to the decision that SP should focus on helping the community implement and track progress towards the United Nations Sustainable Development Goals (SDGs), which forms the basis for the new SP Strategic Plan 2021-2031. A new SP Coordinating Committee was established in late fall 2022 to assist with guidance and implementation of the new Strategic Plan.

SP has been operating under the auspices of Peterborough & the Kawartha Economic Development (PKED) since its inception, and the recent governance review has led to the mutually supported decision that this relationship continues. The partners are looking forward to further solidifying the relationship and having improved alignment through the mutual vision of advancing priority SDGs in Peterborough & the Kawarthas.

### Coordinating Committee and CC Member Role

The Sustainable Peterborough Coordinating Committee (SP CC) serves as an advisory committee to oversee SP operations, activities and events; to provide strategic direction, input, and expert knowledge.

SP maintains political neutrality, and its role is not one of community advocacy, lobbyist, provocateur, or agitator for change.

The Coordinating Committee's (CC) collective responsibilities and accountabilities are:



1. Approve policies and projects which are consistent with the SP Strategic Plan.
2. Participate in the review and development of the SP Strategic Plan every 10 years.
3. Approve annual budget.
4. Provide and/or approve reports to the City of Peterborough, Peterborough County, the PKED Board of Directors, the Townships' CAOs, Curve Lake and Hiawatha First Nations as required.

The individual accountabilities of the SP CC members are:

1. To act honestly and in good faith and in the best interests of SP and the community.
2. To respect the confidentiality of matters brought before the CC.
3. To declare any conflict of interest in fact or in appearance.
4. To attend and prepare for SP CC meetings; to actively participate in discussions.
5. To actively participate on Subcommittees and attend regular meetings of Subcommittees that they volunteer to join.
6. To promote SP in the community.
7. SP CC members shall conduct themselves with propriety, decency and respect and with the understanding that all community members, organizations, institutions, businesses, other members and staff are to be treated with dignity, courtesy and respect.

## Coordinating Committee Structure and Membership

The CC shall consist of no less than 9 and no more than 12 members who live or work within the Greater Peterborough Area. Two (2) CC Co-Chairs shall be appointed staff leads from the City of Peterborough and Peterborough County. One (1) CC member shall be appointed by and represents the PKED Board of Directors.

SP values the benefits that diversity brings to SP and the CC. Diversity promotes the inclusion of different perspectives and ideas, improves oversight, decision-making and governance. SP is also committed to fostering an inclusive culture based on merit and free of conscious or unconscious bias. At all times, SP seeks to maintain a CC comprised of talented and dedicated members with a diverse mix of experience, skills and backgrounds collectively reflecting its strategic needs. When assessing SP CC composition or identifying suitable candidates for appointment to the CC, SP will consider candidates using objective criteria having due regard to the benefits of diversity and the needs of SP. SP CC member recruitment and selection is conducted by using a skills matrix. The skills matrix is not intended to be used as a screening tool, to eliminate or intimidate people, or ensure a high level of expertise in all the fields, but is intended to formalize the SP CC selection and recruitment process, and as a tool to perform gap analysis to ensure diversity of skills, experience, knowledge, and representation across all sectors.

The term of office for SP CC members shall be three (3) years, and members may elect to serve a maximum of three (3) three-year terms. The two (2) Co-Chairs' roles and terms do not follow the same expiry terms, as their appointment rests with the City of Peterborough and Peterborough County and they may be replaced by the City and the County should they choose to resign from their SP CC Co-Chair role or change their employment title or status with the City and the County.



A member's seat may be declared vacant if the member is absent for three (3) consecutive meetings, without leave of absence from the CC or without reasons satisfactory to the CC.

Members may resign at any time by submitting their resignation in writing.

## Committee Co-Chairs

The SP CC shall have two (2) Co-Chairs, appointed staff leads from the City of Peterborough and Peterborough County. The two (2) Co-Chairs' roles and terms do not follow the same expiry terms, as their appointment rests with the City of Peterborough and Peterborough County and they may be replaced by the City and the County should they choose to resign from their SP CC Co-Chair role or change their employment title or status with the City and the County.

## Executive Committee

The Executive Committee (EC) shall consist of the two (2) Co-Chairs, Past Chair(s) (if applicable), Past Vice-Chair (if applicable), the PKED President & CEO, and the SP Coordinator. The EC's role is to set SP CC meeting agendas, review and draft the annual budget, presentations and reporting requirements, and act as administrator for SP and the CC.

## Resources

PKED will employ a Sustainable Peterborough Coordinator as a part-time staff position working four (4) days a week. The SP Coordinator will act as a resource to the SP framework, SP projects, Executive Committee, Subcommittees, and to the CC, in a non-voting capacity.

The SP Coordinator will be accountable to the CC, directly reporting to the Co-Chairs and to the PKED President & CEO. Core responsibilities are outlined in the annual contract.

## Budget

The SP budget is a component of PKED's annual operating budget, approved by the SP CC, maintained and communicated by the SP Coordinator to the SP CC and PKED.

## Accountability and Reporting

The SP CC Co-Chairs, Past Vice-Chair, or the Coordinator, shall report formally to the PKED Board on SP's annual activities, as well as issue update reports as required to the Townships' CAOs, Hiawatha and Curve Lake First Nations.

## Meetings

The Committee will meet three (3) times per year, as needed, or on an as-required basis at the request of any of its members.

The Coordinator shall set meeting agendas through input from the Executive Committee.

The number of CC members which shall constitute a quorum shall be a simple majority quorum.

All CC members present at a meeting shall be eligible to vote on a decision, except an active member of the committee who has declared a pecuniary interest on the topic at hand.

The Coordinator shall minute the proceedings, actions and resolutions of all CC meetings including the names of those in attendance.

One of the Co-Chairs or, in both their absence, the past Vice-Chair shall be Chairperson of any SP CC meeting. If no such officer were present, the members present shall choose one of their numbers to be Chairperson.

## Ad Hoc Subcommittees

SP may establish short- or long-term project or issue specific “Ad Hoc” Subcommittees. Subcommittee membership can consist of SP CC members as well as non-members, representing other institutions, businesses, organizations, offering diverse skill-sets, experience, knowledge and perspectives. A separate Terms of Reference shall be established for each Subcommittee.

# SUSTAINABLE PETERBOROUGH COORDINATING COMMITTEE (SP CC) SKILLS MATRIX

This skills matrix is intended to be used to formalize the SP CC recruitment and selection process. It is intended to be a tool to perform gap analysis, to ensure diversity of skills and competencies, and representation across all sectors.

Please rank your knowledge and/or practical experience in each of the fields below. Ranking: 3 (high), 2 (medium), 1 (low).

General Skills and Competencies												Sustainable Development Goals (SDGs) Knowledge, Experience, Passion, Interest							
	Member	Term Expires	Appointed By (name of organization/institution/business/group)	Ability to collaborate and work within the context of diversity & inclusion.	Understanding the political, economic, social, technical, legal, and ecological/scientific drivers for transition, including the importance of embracing indigenous knowledge.	Community engagement	Understanding of how municipal government works	Communications and Marketing	Data analysis and validation	Understanding of Committee member role and responsibilities	Interest in sitting on subcommittees as needed	SDG 1 - No Poverty	SDG 4 - Quality Education	SDG 6 - Clean Water and Sanitation	SDG 8 - Decent Work and Economic Growth	SDG 9 - Industry, Innovation, and Infrastructure	SDG 11 - Sustainable Cities and Communities	SDG 13 - Climate Action	SDG 17 - Partnerships for the Goals
1																			
2																			
3																			
4																			
5																			
6																			
7																			
8																			
9																			
10																			
11																			
12																			
SP CC SKILLS AVERAGE				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

# SP Contact List

<b>Karen Jopling</b> (Peterborough County Appointed) Manager, Communications and Strategic Initiatives – Peterborough County Tel: 705-743-0380 (ext. 2502) Email: KJopling@ptbocounty.ca	<b>SP CC Co-Chair</b> SP Executive Committee Member
<b>Michael Papadacos</b> (City of Peterborough Appointed) Director, Asset Management and Capital Planning – City of Peterborough Tel: 705-742-7777 (ext. 1756) Email: mpapadacos@peterborough.ca	<b>SP CC Co-Chair</b> SP Executive Committee Member
<b>Meredith Carter</b> Manager, Watershed Management Program - Otonabee Region Conservation Authority Tel.: 705-745-5791 (ext. 223) Email: mcarter@otonabeeconservation.com	SP Executive Committee Member SP CC Member SP CC Past Vice-Chair
<b>Matt Strano</b> (PKED BOD Appointed) Chief Executive Officer – Charlotte Products Tel: 705-740-2880 (ext.1001) Email: strano@charlotteproducts.com	SP CC Member
<b>Trish O'Connor</b> Community Email.: trishoconnor2019@gmail.com	SP CC Member
<b>Dawn Berry-Merriam</b> Community Co-Chair - Future of Food and Farming Tel.: 705-743-8050 Email: dawnbm@merriam-associates.com	SP CC Member
<b>Jessica Gordon</b> Member Relations Coordinator - Peterborough and the Kawarthas Chamber of Commerce Tel.: 705-652-6963 Email: jessica@pkchamber.ca	SP CC Member

<b>Tegan Moss</b> Executive Director - Peterborough GreenUP Tel.: 705-745-3238 (ext. 203) Email: <a href="mailto:tegan.moss@greenup.on.ca">tegan.moss@greenup.on.ca</a>	SP CC Member
<b>Wendy Hicks</b> Course Instructor - Trent University Email: <a href="mailto:wendyhicks@trentu.ca">wendyhicks@trentu.ca</a>	SP CC Member
<b>Ev Richardson</b> Outreach Coordinator - Kawartha World Issues Centre Email: <a href="mailto:ev@kwic.info">ev@kwic.info</a>	SP CC Member
<b>Julie Ingram</b> Manager, Environmental Health - Peterborough Public Health Email: <a href="mailto:jingram@peterboroughpublichealth.ca">jingram@peterboroughpublichealth.ca</a> Tel.: 705-743-1000 (ext. 351)	SP CC Member
<b>Rhonda Keenan</b> President & CEO – Peterborough & the Kawarthas Economic Development Tel. : 705-743-0777 (ext. 2120) Email: <a href="mailto:rkeenan@investptbo.ca">rkeenan@investptbo.ca</a>	SP Executive Committee Member
<b>Anca Pascalau</b> Coordinator – Sustainable Peterborough Tel.: 705-931-3707 Email: <a href="mailto:apascalau@investptbo.ca">apascalau@investptbo.ca</a>	SP Staff

## **Summary of Terms of Appointment**

### **2022/2023 Sustainable Peterborough Coordinating Committee Members Effective November 2022**

	<b><u>SP CC Member</u></b>	<b><u>Organization</u></b>	<b><u>Starting Year</u></b>	<b><u>Nov. 2023 Expiry Date</u></b>	<b><u>Nov. 2024 Expiry Date</u></b>	<b><u>Nov. 2025 Expiry Date</u></b>
1	Karen Jopling	County (appointed staff), Co-Chair	N/A	N/A	N/A	N/A
2	Michael Papadacos	City (appointed staff), Co-Chair	N/A	N/A	N/A	N/A
3	Matt Strano	PKED BOD (appointed)	N/A	N/A	N/A	N/A
4	Meredith Carter	Otonabee Conservation, Past Vice-Chair	2022	-	-	x (1 <sup>st</sup> )
5	Trish O'Connor	Community	2022	-	-	x (1 <sup>st</sup> )
6	Dawn Berry Merriam	Community	2022	-	-	x (1 <sup>st</sup> )
7	Jessica Gordon	Peterborough and the Kawarthas Chamber of Commerce	2022	-	-	x (1 <sup>st</sup> )
8	Tegan Moss	GreenUP	2022	-	-	x (1 <sup>st</sup> )
9	Ev Richardson	KWIC	2022	-	-	x (1 <sup>st</sup> )
10	Wendy Hicks	Trent University	2022	-	-	x (1 <sup>st</sup> )
11	Julie Ingram	Peterborough Public Health	2022	-	-	x (1 <sup>st</sup> )
12						

**Notes:**

(1<sup>st</sup>), (2<sup>nd</sup>), or (3<sup>rd</sup>) – denotes the concluding year of a Board Member's 1st, 2nd, or 3rd three year term.





## **Sustainable Peterborough and Peterborough & the Kawarthas Economic Development Relationship Guiding Principles**

### **Background**

Sustainable Peterborough (SP) has been operating under the auspices of Peterborough & the Kawarthas Economic Development (PKED) since its inception in 2012, and a recent governance review has led to the mutually supported decision that this relationship continues. The partners are looking forward to further solidifying the relationship and having improved alignment through the mutual vision of advancing priority Sustainable Development Goals (SDGs) in Peterborough & the Kawarthas. The Sustainable Peterborough Coordinating Committee (SP CC) and the PKED Board of Directors recently issued support and approval of the new SP Strategic Plan, 2021-2031. The new approved Strategic Plan was presented and enthusiastically received by Peterborough County Council, City of Peterborough Council, Peterborough County CAOs, and the City of Peterborough's Environmental Advisory Committee.

### **About PKED**

Peterborough & the Kawarthas Economic Development (PKED) is the lead regional economic development agency contracted to conduct core economic development activities on behalf of the City and County of Peterborough. PKED also operates Peterborough & the Kawarthas Tourism (the region's official Destination Marketing Organization and Visitor Centre) and the Business Advisory Centre (the region's Small Business Enterprise Centre). It also provides administrative support for the Kawarthas Manufacturers Association and is the host organization for Sustainable Peterborough.

### **About Sustainable Peterborough**

Sustainable Peterborough (SP) is a community based regional partnership historically comprised of community groups, businesses, educational institutions, local governments and First Nations. SP evolved out of an informal group of individuals and organizations who started meeting at the dawn of the new millennium under the name of Sustainability Network. Their work led to the creation of the Sustainable Peterborough Plan, which was

adopted by the City of Peterborough, Peterborough County, the eight Townships located within it, and the two First Nations in 2012. Components of the original Plan have been incorporated into Official Plans, and influenced Transportation Plans, Energy Plans, Cultural Plans, economic development and tourism strategies, Age Friendly Plans, Strategic Plans, and the Community Well-Being Plan. SP has assisted in the securement of over \$1,000,000 in external funding for projects such as the Healthy Kids Community Challenge and the Climate Change Action Plan for the Greater Peterborough Area. A recent SP governance and Plan review led to the decision that the new SP Plan should focus on helping the community implement and track progress towards the United Nations SDGs. Utilizing the SDG framework provides an opportunity for SP to continue the vital SDG work conducted through the 2019-2021 Community Forum led by Kawartha World Issues Centre and GreenUP. The SDG framework also aligns SP's new strategic plan and PKED's Future Ready Regional Economic Development Strategy, which identifies five SDGs as priorities for the region to achieve the vision of seeing Peterborough & the Kawarthas become the most sustainable and innovative community and economy in Ontario. SP is overseen by the Sustainable Peterborough Coordinating Committee (SP CC). SP is funded in whole by the County and the City of Peterborough and, as such, the SP CC Co-Chairs are staff leads appointed by the City and the County.

## **Services**

PKED agrees to provide the following services to Sustainable Peterborough:

- Employment of one (1) SP Coordinator (core responsibilities are outlined in the annual contract)
- Meeting space for SP Coordinator including all sundry expenses such as technology, photocopying, etc.
- Human resources and financial services, including bookkeeping, analyses and budget reports

## **SP Responsibilities**

SP shall:

- Seek PKED Board approval for any funding applications
- Coordinate all staff requirements with PKED
- Ensure representation by a PKED appointed Board representative on the SP Coordinating Committee
- Ensure representation by the PKED President & CEO on the SP Executive Committee
- Provide an annual update report to the PKED Board
- Provide an annual budget to PKED

## **Payment**

SP agrees to compensate PKED for services annually at an amount agreed upon by the PKED CEO and the SP Co-Chairs, and approved as part of the annual budget.

## **Supervision & Safety**

SP staff is supervised by and reports to the SP CC Co-Chairs and the PKED President & CEO. Notwithstanding the involvement of SP in coordinating the performance of the Services, the parties acknowledge and agree that responsibility for the administration of SP staff is the responsibility of PKED.

## **Nature of Relationship**

Neither party shall incur any obligation on the other's behalf, nor commit the other in any manner without the other's prior written consent.