

Sustainable Peterborough Work Plan 2017

Item #	Task	Description	Timing	Staff
1	Administrative support and coordination for the Sustainable Peterborough Coordinating Committee and the Sustainable Peterborough Executive Committee	<ul style="list-style-type: none"> • Manage schedule, agenda, speakers and catering for all Coordinating Committee meetings. • Record and distribute all meeting minutes. • Post agenda, minutes, presentations, documents to the website. • Assist SP CC members with questions, research and issues as needed. • Manage schedule and agenda for Executive Committee meetings. 	6 SP CC and 6 EC meetings in 2017, ongoing support as needed	Anca
		Provide Partnership Reports to SP CC, participate in meetings, report on progress, and answer questions/follow-up.	6 meetings in 2017	Katie
2	Budget and finances	<ul style="list-style-type: none"> • Create and monitor annual budgets. • Generate financial reports to distribute and present at all Coordinating Committee meetings. • Reconcile financial statements at the end of each fiscal year. • Monthly VISA reconciliation. • Ongoing financial admin responsibilities (generate and pay invoices, liaise with the financial controller as needed, etc). 	Ongoing (monthly or as needed)	Anca
3	SP Website	<ul style="list-style-type: none"> • Manage SP website • Perform all content management, including meeting minutes, photos, presentations, events, news. • Manage 'users' on the website and generate up to date user/community partner spreadsheets. • Create profiles and pages for new partners. • Monitor and address issues identified by the City's SiteImprove web crawling tool (fix issues related to accessibility, spelling, broken links, etc). • Monitor web traffic statistics via Google Analytics. • Perform regular back-ups. • Liaise with developer regarding Wordpress and plugins, upgrades, updates and server hosting issues. 	Ongoing (weekly or as needed)	Anca
		Update partner information and data inputs on SP web pages.	Monthly	Katie

4	2016 Report Card and Report Card Presentations	<ul style="list-style-type: none"> • Lead a Report Card Subcommittee that will aid with the design, layout, and content of the 2016 Report Card. • Oversee data submission and data entry; work with Katie Allen to issue reminders to SP partner organizations of their data submission deadline of January 31, 2016, and enter the data into the SP website database • Issue email reminders to townships. • Work with subcommittee and working groups on generating indicators and metrics. • Coordinate distribution of the Report Card through Peterborough This Week • Coordinate the creation of PowerPoint presentations for City, County, Townships, First Nations, as well as a generic canned presentation with speaker notes. • Coordinate presentation schedule and attend council meetings to deliver part of the presentation. • Work with Ken/Sheridan to issue thank you letters to all councils (City, County, Townships, First Nations) that received the 2016 Report Card presentation 	Oct. 2016 - July 2017, weekly/daily, as needed	Anca
		Collect and enter SP partners' sustainable accomplishments into the online sustainable activities database	November, 2016-February, 2017, weeklydaily, as needed	Katie
5	Partnership development	Partnership Developer's core responsibility is partnership recruitment, generating partnership leads through internet searches, periodicals, direct leads, and events.	Target: 30 new partners in 2017	Katie
		<ul style="list-style-type: none"> • Oversee Katie Allen's partnership development role, including generating leads and ideas, receiving signed partnership agreements and user profile content for the website (contact information, descriptive paragraph and logo). • Oversee data added in the sustainable activities database. 	Ongoing	Anca

6	Communications Subcommittee	<ul style="list-style-type: none"> • Chair the Communications Subcommittee. Attend meetings and participate in re-branding, generating new marketing materials, consistent messaging (elevator pitch, etc), re-writing documentation and website content. • Coordinate the creation of new annual rack cards featuring annual award winners 	Ongoing, as needed	Anca
		As lead provider of community outreach, update communications as needed, update the online sustainable activities database, develop communication tools and resource.	As required	Katie
7	Outreach, Promotion, Education, Engagement	<ul style="list-style-type: none"> • Oversee and coordinate Katie Allen's participation in community events, and/or coordinate the recruitment of Coordinating Committee members or interns/students volunteering to participate in events; • Participate in community events as needed • Conduct outreach and promotion of the SP Plan, initiatives and SP partners via social media and website. 	Ongoing (weekly or as needed)	Anca
		<ul style="list-style-type: none"> • Maintain and build SP Partner relationships, answer any questions, or direct partners to suitable representative. Showcase a partner, event or celebrate a partner initiative each week through out 2017. Provide community outreach and engagement, as required. • Develop SP online social media platforms. Development of an Instagram account, Twitter and Facebook updates, weekly Partner Showcase promotion, partner initiatives, and events. Share partner posts to promote through SP networks. 	Ongoing (weekly, daily or as needed)	Katie
8	Climate Change Action Plan	<ul style="list-style-type: none"> • Member of the CCAP Steering Committee; attend meetings as required. • Assist CCAP Coordinator with training and resources associated with content management of the CCAP section on the SP website 	As needed	Anca
9	Photo Gallery	Maintain a photo gallery for SP, continue to source out and seek photo use permissions for images provided by SP partners.	Ongoing	Anca, Katie
10	SP Annual Event and Awards	• Lead the Event Subcommittee, work with the subcommittee to host the 2nd Annual Celebration Event and Awards (source out photographer, catering and awards, manage budget, manage exhibitors, create presentations to be screened during speeches, and specific slides for each award winner, book keynote speaker, create speaking notes for MCs, revise/create award nomination forms and event programme).	October 2016-April 2017, weekly/daily, as needed	Anca

		Assist with event planning, communication with partners, showcasing best partner practices, assist with annual awards.		Katie
11	Networking, collaboration, connection	Ongoing networking, providing collaboration, connection and information to community members and organizations.	Ongoing, weekly or as needed	Anca
12	Working Groups	<ul style="list-style-type: none"> • Post Working Groups information and content to the website. • Collect membership list from each working group to be approved by SP CC annually. • Provide information to and from the working groups • As the Sustainable Peterborough Business Initiative Working Group Coordinator, manage the online toolkit, manage meetings, agendas and recrd minutes, attend 4 meetings annually. 	Ongoing, as needed	Anca
13	SP Plan Review	tbd	tbd	tbd
14	SP Intern	Aquire and supervise intern from Trent University (marketing) to assist with developing community engagement strategy and website content review	May-June, 2017	Anca