

To: Members of the Sustainable Peterborough Coordinating Committee (SPCC)

From: Anca Pascalau, Sustainable Peterborough Coordinator

Meeting Date: Dec. 6, 2016

Subject: Staff Report

Purpose

A report to advise the SPCC on the bimonthly activities of the Sustainable Peterborough Coordinator.

Recommendation

That the report be received for information.

Budget and Financial Implications

There are no budgetary or financial implications associated with the recommendation.

Details

2016 Report Card

I met with the Report Card Subcommittee and the graphic designer. Work on the 2016 Report Card has commenced. Katie issued the email call for data submissions from the SP partners and I sent the request to the townships and First Nations; data submission deadline is January 31st, the Report Card reveal will take place at the Annual Event and Awards on April 20th. In the process of sourcing out stats and ideas for infographics to be used in the 2016 Report Card.

Sustainable Peterborough Business Initiative Working Group Coordinator

Development of the online toolkit is completed, and the toolkit is now live on the SPBI web page. I will be adding resources to the toolkit on an ongoing basis. Ongoing admin assistance and coordination as needed (minutes, scheduling, etc).

Website

Homepage mockup, created per directives from Melanie and Brigid at the last Communications Subcommittee meeting completed, awaiting feedback from the subcommittee before launching live. Weekly update of the Partner Showcase slider and page. In the process of updating Coordinating Committee section with photos and bios. Performing web content management updates and maintenance on an ongoing basis, with more robust updates to take place upon review with the communications subcommittee and/or Trent intern in spring/summer 2017. Kaitlyn Itterman assumed the role of content manager for the CCAP section, I'm conducting a training session with her on content management and Wordpress on Dec. 8th. Consistently working with the Healthy Kids Community Challenge Coordinator on their section of the website.

SP Event

Commenced work on the 2017 SP Event and Awards. The first event planning subcommittee meeting took place on Oct. 19. I am in the process of updating the forms, documents and presentations associated with the event. The subcommittee will meet again in January.

Sustainable Peterborough Coordinating Committee

Ongoing administrative support including communications, meeting preparation, minute taking, website maintenance, budget management, information sharing, etc. I created my 2017 Work Plan and shared it with the Executive and Coordinating committees.

Climate Change Action Plan

As a member of the Steering Committee, attend meetings and provide assistance as required.

Communications Subcommittee

The website homepage was slightly redesigned to highlight partners and news items, awaiting on feedback from the group before launching live. Website content will be reviewed by the subcommittee and/or Trent intern in spring/summer 2017. Will commence work on the annual rack card, featuring award winners, in spring 2017. Discussed possibility of mass circulating it via Peterborough This Week with the Executive Committee, to be determined in early 2017.

Partnership Development

Oversee Katie Allen's partnership development role, including generating leads and ideas, receiving signed partnership agreements, user profile content for the website (contact information, descriptive paragraph and logo) and community outreach. Oversee data added in the sustainable activities database. Liaise and meet with Katie on an as needed basis.

Community Engagement

I maintain a master spreadsheet of events in which SP participated and continuously source out community engagement opportunities. Ongoing engagement via social media.

Submitted by,

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