

To: Members of the Sustainable Peterborough Coordinating Committee (SPCC)
From: Anca Pascalau, Sustainable Peterborough Coordinator
Meeting Date: May 13, 2019
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

2018 Report Card Subcommittee Chair

The 2018 Report Card was completed at the end of April and released publicly at the SP annual event and awards on May 2nd. A communications subcommittee meeting decision of summer 2018 resulted in expanding the Report Card by 4 pages, to enable us to include some background information on SP (especially appropriate for and helpful to new council members), and allow for additional space to be dedicated to visual content. 1500 copies were printed to be distributed throughout the community, to SP partner organizations, and to City, County, Townships and First Nations during the annual Report Card presentations to councils. The accessible electronic version is available on our website in pdf format, and has been shared via social media.

2019 Event and Awards Subcommittee Chair

The 2019 event took place the evening of May 2nd at Lang Pioneer Village Museum's Peterborough County Agricultural Heritage Building. The event was extremely successful and has had the highest attendance numbers to date. I have received much positive feedback from community members, SP partners, award winners, and committee members alike.

Sustainable Peterborough Business Initiative Working Group Coordinator

I am adding resources to the online toolkit on an ongoing basis, as they are submitted by the working group members. Ongoing admin assistance and coordination as needed (minutes, scheduling, etc).

Website

I am performing web content management updates, calendar updates, web maintenance and back-ups on an ongoing basis.

Sustainable Peterborough Coordinating Committee

Ongoing administrative support including communications, meeting preparation, minute taking, website maintenance, budget management, information sharing, etc.

Communications & Marketing Subcommittee Chair

The subcommittee hasn't met since summer 2018, awaiting direction resulting from the SP governance and plan review. Since starting in my SP Coordinator role I have been collecting photos for a SP photo library to be used in marketing materials and website, the photo library now contains over 725 photos.

Partnership Development

I historically oversaw Katie Allen's partnership development role, including generating leads and ideas, user profile content for the website (contact information, descriptive paragraph and logo), social media and community outreach. Oversaw data collection and entry in the online sustainable activities database. Since her resignation early February, enabled by a slight increase in hours, I have taken over some of the Partnership Development responsibilities, especially as related to the Report Card and Event, sustainable activities database management, social media, general communications pertaining to the partnership, etc, until further decisions are made regarding roles, responsibilities, and hours.

Submitted by,

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