

To: Members of the Sustainable Peterborough Coordinating Committee (SPCC)
From: Anca Pascalau, Sustainable Peterborough Coordinator
Meeting Date: October 21, 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, 2019 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. The SP Executive Committee decided to postpone the annual report card presentations to City, County, Townships and First Nations Councils (typically taking place annually, May-August) until the governance review, and plan refresh and review are complete. Typically, planning and work towards the new Report Card would commence in October, however that project is on hold, for now, awaiting decisions regarding 2020 timelines and projects, with direction from the SP CC and in light of the upcoming plan review and refresh.

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 had the highest attendance numbers to date. The Peterborough This Week ad featuring the 2017 Award Winners was highly praised and positively received last year, so we ran a similar ad this year, featuring the 2018 Award Winners; the ad was published in the June 5th edition of Peterborough This Week. Work towards next year's event would typically commence in late October, however I was advised to hold off for now, awaiting decisions regarding 2020 timelines and projects, with direction from the SP CC and in light of the upcoming plan review and refresh.

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). The group hasn't met since spring 2019.

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 and schedule management, minute taking, website maintenance, budget management, information sharing, etc.

Sustainable Peterborough Executive Committee

Ongoing administrative support including communications, meeting preparation and schedule management, information sharing, etc. I have been assisting the Executive Committee with communications and preparation for 2020 timelines, projects, and budgets, especially as related to the plan review and refresh.

Communications & Marketing Subcommittee Chair

The subcommittee hasn't met since summer 2018, awaiting direction resulting from the SP plan review. Since starting in my SP Coordinator role I have been collecting photos for the SP photo library to be used in marketing materials and website, the photo library now contains over 850 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, 2019, 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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