

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

From: Anca Pascalau, Sustainable Peterborough Coordinator

Meeting Date: December 5th, 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

2019 Report Card Subcommittee Chair

The SP Plan Update Subcommittee has recommended deferring the 2019 Report Card to fall of 2020 or spring 2021 (depending on Plan Update timelines and completion), as efforts and funds will be focused on the Plan Update process. Moreover, this will be an opportunity for the Report Card to be expanded and modified to include the updated SP Plan details. The SP Plan Update has just commenced so details are still being determined, but we may communicate to the SP partners to continue data collection for 2019, and advise them of the change in focus and timelines, while at the same time informing them that they, along with all stakeholders, will be consulted for feedback during the SP Plan Update process.

2019 Event and Awards Subcommittee Chair

The SP Plan Update Subcommittee has recommended deferring the 2020 event to fall of 2020 or spring 2021 (depending on Plan Update timelines and completion), as efforts and funds will be focused on the Plan Update process. This will also be an opportunity to incorporate the updated Plan details into the event's programme.

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. All meeting invitations for 2020 SP Coordinating Committee meetings have been issued.

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 Update.

Sustainable Peterborough Plan Update Sub-Committee

Member of the SP Plan Update Sub-Committee, providing coordination and support. The Sub-Committee held its initial meeting on Friday, November 29th. A great discussion was held around scope, goal, terms of reference, expectations of the sub-committee, timelines. The Sub-Committee recommended deferring the Report Card and Annual Event until the SP Plan Update is completed, so that it can be incorporated into the publication, event, and presented to City, County, First Nations Councils, as well as the PKED BOD at that time. Discussions were also held around seeking the assistance of a consulting firm to coach and help guide the project, and/or Trent and Fleming students to assist with various aspects of the project.

Communications & Marketing Subcommittee Chair

The subcommittee hasn't met since summer 2018, awaiting direction resulting from the SP Plan Update Sub-Committee, as the Plan Update will likely include a new communications strategy. 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. Partnership recruitment has been placed on hold while we undertake the SP Plan Update, as the partnership model will undergo review and assessment, and may encounter significant change/re-focus during this process. I will continue communicating with the SP partners as they, along with all SP stakeholders, will be consulted during the SP Plan Update process.

Submitted by,

Anca Pascalau
Sustainable Peterborough Coordinator
apascalau@peterboroughed.ca
705-743-0777 ext. 2159