



To: Members of the Sustainable Peterborough Coordinating Committee (SPCC)
From: Anca Pascalau, Sustainable Peterborough Coordinator
Meeting Date: February 10th, 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 after the SP Plan Update is completed, likely spring 2021 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 CC approved of this direction at the December 5, 2019, meeting. I will 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. Proposed email draft:

“Esteemed Sustainable Peterborough Partners,

It is that time of year when we would typically commence work on the annual Sustainable Peterborough Report Card and Partnership Recognition Event and Awards. This year, however, we have exciting news to share. Sustainable Peterborough has embarked on a comprehensive SP Plan Update project that will likely wrap up towards the end of the year.

As such, just for this year, we are postponing the Report Card and Event until the Plan Update project is completed, as we focus our efforts, time, and limited resources on the Plan Update process. Stay tuned for more details, as you, along with all stakeholders, will be consulted throughout this process - your feedback is invaluable!

However, we always love to hear about all the great work our partners continue to undertake. As such, we would like to still hear about and collect all your 2019 sustainable accomplishments, as we will continue celebrating them on our website and through our social media channels. Please send me via email all of your 2019 sustainable accomplishments, initiatives, events, metrics, pictures and any other information you would like to highlight. If you prefer to enter them directly into your page of the Sustainable Activities Database on our website, I have attached the instructions sheet on how to do that, as a refresher.

Thank you for all your great work in advancing local sustainability,
Anca”

2019 Event and Awards Subcommittee Chair

The SP Plan Update Subcommittee has recommended deferring the 2019 Event and Awards to after the SP Plan Update is completed, likely spring 2021, 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. The SP CC approved of this direction at the December 5, 2019, meeting. I will 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. Proposed email draft above.

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 Coordinator

Coordinator of the SP Plan Update Sub-Committee, providing coordination, scheduling, and support. The Sub-Committee held its initial meeting on November 29th 2019 and subsequently commenced working with Social Impact Advisors who will be coaching the team through the process, a direction approved by the SP CC at the December 5th meeting. With SP CC approval, 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, townships, First Nations Councils, as well as the PKED BOD at that time. The workplan’s deadline is tentatively set to the end of August, with the subcommittee meeting with the consultants every 3 weeks, just as a working group every 3 weeks, and doing independent project homework in-between meetings. A detailed Chair report by Sheridan and the project workplan are included in this pre-meeting package.

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.

Climate Change Action Plan

James Byrne's CCAP Coordinator contract ended in December 2019. Until decisions are made with regards to CCAP going forward, I became the interim coordinator/point of contact for CCAP related queries. Meredith and I met with James mid December to gain a better understanding of CCAP, progress, outstanding deliverables, timelines, etc. I am also in the process of editing the CCAP section on the SP website with updates provided by James.

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. Sustainable Peterborough has 2 new partners, A1 Lighting and The Peterborough Organic Farmers Network (the local chapter of the Canadian Organic Growers), bringing our total partner count to 176.

Submitted by,

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