

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

**From:** Anca Pascalau, Sustainable Peterborough Coordinator

**Meeting Date:** Oct. 28, 2016

**Subject:** Staff Report

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## **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**

In the process of planning for and commencing work on the 2016 Report Card, initial meeting with the subcommittee scheduled for November 3rd, followed by meeting with the graphic designer mid-late November. In the process of sourcing out stats and ideas for infographics to be used in the 2017 Report Card.

### **Sustainable Peterborough Business Initiative Working Group**

Development of the online toolkit completed, mock-up emailed to the group. Once feedback received and incorporated, I will continue populating the database with the backlog of resources. Ongoing admin assistance and coordination as needed (minutes, scheduling, etc).

### **Website**

In the process of updating the homepage per directives from Melanie and Brigit received at the last Communications Subcommittee meeting. Weekly update of the Partner Showcase slider and page. In the process of updating Coordinating Committee section with photos and bios. Performing updates and maintenance on an ongoing basis, with more robust updates to take place upon review with the communications subcommittee. Currently working with the Healthy Kids Community Challenge Coordinator on their section of the website.

### **SP Event**

Commenced preliminary work on the 2017 SP Event and Awards. The first event planning subcommittee meeting took place on Oct. 19

### **Sustainable Peterborough Coordinating Committee**

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

**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. Website content will be reviewed at the next meeting.

**Community Engagement**

Coordinated hosting a table at the Chamber's Green Business PBX and the Love Local Business Expo.  
Ongoing engagement via social media.

Submitted by,

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