

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

From: Anca Pascalau, Sustainable Peterborough Coordinator

Meeting Date: Feb. 6, 2018

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

2017 Report Card Subcommittee Chair

Work on the 2017 Report Card is well underway. The sub-committee met mid-November to discuss concept, layout, front and back cover, etc, with the balance of the meetings and subcommittee work to take place electronically. 2017 data submission deadline is January 31st. Katie has sent the initial and follow-up calls for submissions to SP partners and is entering the data submitted to the online sustainable activities database. I reached out to the townships and first nations 1st week of December and mid-January, but so far received just 3 submissions. The Report Card is intended to be completed and go to print no later than March 26, and released publicly at the SP annual event and awards on April 18, so we are working with very tight deadlines once again. Due to budget constraints, the Coordinating Committee approved a limited print of 2000 copies, as the 47,000 copies and distribution through Peterborough This Week was costly and is not within the 2018 SP budget, as the majority of the 2018 budget dedicated to marketing and communications will be spent on the Indicators and Metrics report.

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

Weekly update of the Partner Showcase slider and page. Performing web content management updates, calendar updates and web maintenance on an ongoing basis. Consistently working with the Healthy Kids Community Challenge Coordinator on updating their section of the website, and assisting Kaitlyn Ittermann with CCAP section of the website questions, as needed.

SP Event Subcommittee Chair

Work on the 2018 SP partnership recognition event and awards is well underway. Award nomination packages will be released at the beginning of February, with a due date of March 23. We have secured a keynote speaker, and will finalize the location by the end of February.

Sustainable Peterborough Coordinating Committee

Ongoing administrative support including communications, meeting preparation, minute taking, website maintenance, budget management, information sharing, etc. All 2018 SP CC and SP Executive meetings have been booked.

Communications & Marketing Subcommittee Chair

The annual rack card, featuring all 2016 award winners, was completed in July, and intended to become an annual marketing and partnership recognition document. We will produce a similar document for 2018 award winners. The subcommittee direction (chair, objectives, etc) will be further discussed during the workplan/lean session follow-up, February 1. 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 325 photos.

SP Indicators and Metrics Subcommittee

Member and coordinator of the SP Indicators and Metrics Subcommittee. Following our initial meeting in July, I created a Google spreadsheet to which all subcommittee members can contribute proposed indicators. Following our second meeting I created a Google doc to which all subcommittee members will contribute their theme area's proposed indicators and other metrics ideas; I have filled in my assigned theme area, Economic Development and Employment. The third meeting was scheduled for Nov. 22, however due to changes in subcommittee members' availability it had to be postponed. Our 3rd meeting is taking place January 31.

Partnership Development

Oversee Katie Allen's partnership development role, including generating leads and ideas, user profile content for the website (contact information, descriptive paragraph and logo) and community outreach. Oversee data collection and entry in the sustainable activities database. Liaise and meet with Katie on an as needed basis.

Submitted by,

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