

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

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

**Meeting Date:** March 29, 2018

**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**

### **2017 Report Card Subcommittee Chair**

Work on the 2017 Report Card is completed. It was approved by the Report Card Subcommittee and by the Executive Committee. A few last-minute edits are pending, but it will subsequently be sent to the printer by March 28. The Report Card will be released publicly at the SP annual event and awards on April 18. Due to budget constraints, the Coordinating Committee approved a limited print of 2,000 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 deadline was March 23<sup>rd</sup>, we received a good amount of nominations in all theme areas. I have sent the initial official event invitation to all our committees, subcommittees, working groups, media, City, County, Townships Clerks, CAOs and Councils, and First Nations Chiefs and administrative staff. Katie sent the invitation to our partner organizations. A reminder including the event program will be sent about 10 days ahead of the event. Award winners will be notified 2<sup>nd</sup> week of April and officially announced and recognized at the event. Numerous last

minute details are still in the works, as the venue is new and not yet outfitted with all the necessary equipment. Katie and I visited the building last week, with two more visits (including a complete event run-through) scheduled in the next couple of weeks. Within the next couple of weeks I will be creating the self-running PowerPoint presentation, the award winners slides, the speakers' notes for all MCs, liaising with caterers and the keynote speaker, creating the award certificates and having them signed by the Mayor and Warden.

### **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, hopefully released mid-May. The subcommittee direction (chair, objectives, etc) will be further discussed during the SP plan refresh. 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 of the SP Indicators and Metrics Subcommittee.

### **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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