

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

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

**Meeting Date:** May 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**

The 2017 Report Card is completed and was officially released publicly at the SP annual event and awards that took place 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. An accessible pdf version is available for electronic distribution, and also resides on the website. I worked with Sheridan, Meredith and Hillary at the County in developing this year's Report Card presentation. I liaised with all the Clerks and scheduled all delegations to City, County, Townships and First Nations councils (Hiawatha still outstanding), to be attended by Sheridan and/or Meredith, and Kaitlyn, who will deliver the Climate Change portion of the presentation. I have sent all Clerks a copy of the PowerPoint file, customized for each individual council highlighting their specific accomplishments. SP is once again this year partnering with Otonabee Conservation in hosting a community engagement booth at most local Farmers' Markets, I completed all our booth bookings, the booth to be hosted by seasoned and knowledgeable Otonabee Conservation interns.

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

The group met on May 14<sup>th</sup> at Tiny Greens. Our next meetings will take place in August and September. 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. I am in the process of creating a sub-section dedicated to the annual event, which will contain sub-pages dedicated to each year's event, with award winners list and information, the award winners flyer and a photo gallery.

### **SP Event Subcommittee Chair**

This year's event and awards ceremony took place on April 18<sup>th</sup> and it was a resounding success. With about 90 people in attendance, the First Nations blessing, drumming circle, keynote speaker and award ceremony were extremely well received; I continue to receive extremely positive feedback and praise on the event. The bee houses that we handed out as awards were admired and positively received. In general, feedback included views on what a wonderful fit the new building was for our event, and a few individuals mentioned that they would like to see next year's event held there again, once the building is completed and outfitted. As the building only received occupancy 3 days before our event, this year's event involved a lot more work and staff hours than past events, as there was an increase in communications, planning, travel and site visits.

### **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 2017 award winners, is completed and will be uploaded to the website by the end of 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 420 photos.

### **SP Indicators and Metrics Subcommittee**

Member of the SP Indicators and Metrics Subcommittee. Read and reviewed the 75 page draft document and sent back recommended edits to Katie. I will liaise with the graphic designer once the document is ready for the design stage.

### **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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