Community Action Network Terms of Engagement

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BACKGROUND

The City of Greater Sudbury (CGS) established Community Action Networks (CANs) to provide a line of communication between the community and the City, and to help with the planning and implementation of community initiatives. CANs bring citizens together to build strong, engaged communities, foster civic engagement and encourage public participation in local and municipal projects.

VISION

Engagement, public participation, and constructive dialogue between the City of Greater Sudbury and its citizens are cornerstones of good governance. CANs are open to the public and inclusive. They work collaboratively with the City to inform, consult and involve residents in local and municipal projects, processes and services.

MISSION

- CANs take action and implement projects and initiatives which have a positive impact on the quality of life in Greater Sudbury.

- CANs create opportunities for broader engagement in their communities.

- CANs work collaboratively to advocate for positive change and the betterment of the community.

- CANs help identify community needs and establish cooperative working relationships with other groups within the City.

VALUES

- CANs are open and inclusive to all.

- CAN participants respect one another, municipal and CAN processes, and each other's roles and responsibilities.

- CANs take the social, economic, and environmental needs of their respective communities into consideration when establishing priorities.

- CANs reflect the unique perspective, values, and needs of their respective communities.

Strategic Framework

The City of Greater Sudbury has adopted the International Association for Public Participation's Public Participation Framework, which is an international standard to promote public participation in relation to individuals, government, institutions, and other entities that affect the public interest. This framework outlines five pillars of engagement: Inform, Consult, Involve, Collaborate, and Empower (see Appendix D – How the City of Greater Sudbury Engages CANs - A Visual Representation). The City strives to engage citizens keeping their needs, the organization's needs, and the Public Participation Policy in mind. The City is committed to engaging meaningfully with citizens, and has also adopted a model of Open Government that is based on the principles of open information, open data, open dialogue and open doors. It aims to strengthen governance by promoting greater transparency, accountability and public engagement. This means that the City will engage in two-way conversations and open dialogues that engage citizens in public debate and decision-making on the development and delivery of municipal programs, services and policies.

Community Action Network Benefits

Community Action Networks bring people together to build a healthy community. Healthy communities are strong and vibrant. They emerge from the collaborative efforts of citizens who care about where they live and want to make their neighbourhoods the best they can possibly be. Community Action Networks provide the resources to make this happen. The City of Greater Sudbury recognizes the following benefits in establishing and supporting Community Action Networks:

- CANs enhance the overall quality of life in Greater Sudbury in social, environmental and economic sectors.

- CANs enable citizens to participate, appreciate, and fully understand the services offered by community organizations, groups and the City of Greater Sudbury.

- CANs help identify community needs and establish cooperative working relationships with the CGS, and other groups within the community.

- CANs promote democracy and inclusiveness by giving participants (community, Council, City staff) a unique vehicle to work in harmony toward common goals.

- CANs provide a mechanism for planning at the community level by identifying different projects with which individual Community Action Networks will be involved.

- CANs foster civic engagement and public participation in municipal projects and services.

CAN Eligibility Requirements

- Are community driven and led.

- Are non-profit in nature and not-incorporated.

- Are open and transparent to the public.

- Strive to represent the broad interests of the community.

- Adhere to the Standard Operating Procedures of the Terms of Engagement.

- Have an elected Executive.

Objectives of CANs

- To actively respond to the community's needs and priorities by facilitating and promoting activities that empower residents to participate in community, economic and social development projects in their area.

- To operate in partnership with other community agencies and identify existing community resources to ensure their effectiveness in responding to community needs.

- To undertake and promote new initiatives in response to community priorities, and where possible, to consider the alignment between the initiatives and goals/objectives of the CAN, and the strategic priorities of the CGS.

- To work in cooperation with other community groups in nurturing civic pride and engagement within each community.

ROLES AND RESPONSIBILITIES

CANs are responsible for:

- Engaging the community and encouraging participation in the CAN.

- Providing a safe and welcoming atmosphere for citizens to come together.

- Networking within the community (other community groups, businesses, seniors, youth, and other) to represent and engage the community.

- Communicating their programs and activities to the CGS and local residents on a regular basis.

- Coordinating a visioning session to identify CAN priorities at least once every four years.

- Reviewing CAN priorities on an annual basis.

- Promoting the vision and priorities of the CAN and the City of Greater Sudbury sponsored programs and initiatives at the community level, where feasible.

- Encouraging feedback on CGS matters requesting community input.

- Operating in accordance with the CAN Standard Operating Procedures.

The City of Greater Sudbury is responsible for:

- Engaging CANs and the community through public participation and community engagement.

- Providing a staff liaison to be the primary point of contact for the CANs.

- Providing information about City programs, policies, procedures and opportunities for public input.

- Assisting CANs in obtaining access to community facilities, space and equipment/resources (as needed).

- Providing CANs with community grant funding subject to approval by City Council.

- Providing comprehensive liability coverage for registered and approved CAN events, organizers and volunteers.

- Providing information on City-wide campaigns and programs as projects of value that CANs may support and implement within their areas.

- Providing a Guidebook for the CAN Chairs/CAN Executive.

- Providing a forum for CANs to network and exchange information (CAN Summit and other).

- Providing training, educational and learning opportunities, when available.

- Assisting with CAN promotional efforts where appropriate, including marketing the CAN to the community.

The CGS Staff Liaison is responsible for:

- Building awareness and capacity within CGS about the relationship between CGS and CANs.

- Working collaboratively with the CANs to understand the concerns of the community.

- Advising the CAN on City matters (policy, business and other).

- Liaising with other CGS departments on CAN matters.

- Ensuring the CAN is informed about City Policies and Procedures.

- Assisting with CAN Visioning Sessions.

- Reviewing CAN communication materials.

- Attending every second CAN meeting, and providing support for special meetings such as annual meetings or visioning sessions, wherever possible.

The City Councillor is responsible for:

- Assisting with CAN inquiries regarding City services, facilities and programs where appropriate.

- Attending CAN meetings when available.

- Liaising with the CAN Chair.

APPENDIX A

BUDGET, ACCOUNTING AND FINANCIAL RECORD KEEPING

CANs may receive an annual community grant, subject to Council approval, through the City's Community Grants Program. The purpose of the community grant is to assist CANs with administrative costs associated with the business of the CAN. The CANs shall adhere to the following financial practices:

- CANs shall maintain accurate records of all expenditures of funds allocated through CGS.

- CANs shall prepare and submit an annual report for the previous year's activities, no later than thirty 30 days after year end (December 31).

- A maximum of 25% of the community grant may be carried over to the next grant year with CGS approval. Any grant money beyond that amount, not spent during the granting year, will be deducted from the next year's grant.

APPENDIX B

ELIGIBLE CAN OPERATING COSTS (FOR THE COMMUNITY GRANT)

CANs will receive an annual grant, pending Council approval, to cover eligible operating and administrative costs. The funds are intended to cover the costs associated with promotion of activities, photocopying, mailings, web site maintenance, and other day-to-day expenses, these include (but are not limited to):

- Office supplies (paper, printer ink, pens, CDs, and other)

- Printing and photocopying (black and white or colour)

- Postage (stamps, envelopes, ad mail, courier costs)

- Advertising

- Mileage payable to members on CAN business (paid at the CGS rate)

- Refreshments for meetings/events

- Developing a website, website administration and web page hosting

- Promotional materials and activities.

Special Consideration:

- Up to 25% of the annual grant may be spent on CAN projects. This may include capital expenditures such as contributions toward the purchase of a bench, playground equipment, signage, trees, mulch for a trail, etc.

- CANs may not donate community grant funding to other groups or initiatives.

Resources available to CANs (at no direct cost) through CGS:

- Meeting and office space at City-owned locations, subject to availability.

- Liability insurance coverage for approved CAN activities and events.

- Photocopying or printing at Libraries and Citizen Service Centres of up to 50 pages monthly (agendas and minutes).

Examples of items that are not eligible expenditures:

- Personal internet access fees

- Monthly rent/utility bills

- Computers (not including supplies such as paper, ink)

- Staff costs

- Donations to other groups or initiatives

- Alcohol.

APPENDIX C

COMMUNITY ACTION NETWORK ANNUAL REPORT

(To be submitted to your Community Engagement Co-ordinator by January 30th)

Community Action Network: _____

CAN Chair: _____

Telephone: _____ **Email:** _____

Treasurer: _____

Telephone: _____ **Email:** _____

Please list the expenditures from the CGS funds received and include all receipts for reconciliation ($2,500).

Item	CGS Grant (including tax)
Office Supplies	$
Printing/Photocopying	$
Mail/AdMail	$
Advertising	$
Website Administration	$
Meeting Expenses	$
Other (please identify)_____	$
Other (please identify)_____	$
TOTAL	$
Balance Forward (From Previous Year)	$
Current Account Balance	$

Describe any partnerships established or activities pursued during the past year, including any funding or support that you have leveraged.

_____

_____

_____

_____

What are your plans for next year?

_____

_____

_____

Name	Signature	Date

HOW THE CITY OF GREATER SUDBURY ENGAGES CANs (A VISUAL REPRESENTATION)

	Inform	Consult	Involve	Collaborate	Empower
Overview	● To provide information to increase the community's understanding the problem, alternatives, opportunities and/or solutions	● To obtain community feedback on analysis, alternatives and/or decisions	● To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered	● To partner with the public in each aspect of the decision-making process from development to solution	● Place decision-making in the hands of the public ● Promotes sustainable decisions by recognizing and communicating the needs and interests of all participants, including decision makers
CAN Development	● Few active members ● Informal operating structure ● Narrow Focus ● Undeveloped ties with local associations	● Loose structure (Co-Chairs) ● One or two active projects ● Some key community organizations involved	● Some working committees ● Well organized with regular meetings and broad community involvement	● Youth, senior and business representation ● Community associations well represented ● Functioning sub-committees and executive	● CAN well developed and connected to the community
Leadership	● Staff guiding process	● Key community champions identified to work with staff	● Transfer of leadership to CANs ● Established executive in place	● CAN Executive developing new leaders (succession planning)	● CAN lead in collaboration with the community ● Shared leadership of community-led projects with decision-making at the community level
CAN Role	● Disseminate information received to local community ● Identify additional community	● Provide feedback which represents the broad community ● Identify	● Lead, engage and mobilize community groups and members ● Use	● Involve and engage existing local community associations ● Explore external funding opportunities to	● Engage the public in decision making ● Make decisions which reflect the interests and

APPENDIX D
HOW THE CITY OF GREATER SUDBURY ENGAGES CANs (A VISUAL REPRESENTATION)

	Inform	Consult	Involve	Collaborate	Empower
	partners ● Work with CGS to increase participation in City programs (Community Clean Up Blitz, Trails, etc.)	community partners	visioning sessions & SWOT Analysis to identify community priorities	assist project funding	concerns of the community ● Seek out public participation and facilitate the involvement of those affected by or interested in a decision
CGS Staff Liaison Role	● Help navigate/guide CAN ● Respond to inquiries ● Educate CGS departments and Council regarding CANs	● Animator ● Keep other departments & Council informed	● Enable ● Engage ● Facilitate ● Keep other departments & Council informed	● Project support ● Access to resources ● Keep other departments & Council informed	● Provide tools for engagement ● Provide participants with the information they need to participate in a meaningful way
CGS Role	● Listen ● Respond to CAN inquiries ● Provide information through brochures, media releases, public meetings, etc.	● Solicit feedback ●Provide information ● Survey CANs regarding potential policy changes ● Attend meetings, as requested with CANs to discuss plans and alternatives	● Engage CANs at the onset when considering changes to policies, procedures, etc. ● Be involved in the decision-making process ● Provide feedback on how public input influences decisions	● Work with CANs to help realize outcome based Municipal projects (i.e. trails, parks, etc.) ● To use CANs as a community sounding board ● Incorporate input from CANs into decision making	● Assist CANs with community engagement and help facilitate their ability to encourage public participation