
Community Action Networks Terms of Engagement

June 18, 2008



Background

- Constellation City Report
- CAN reps/City staff prepared Terms of Reference
- December 2007 - Presented to City Council
- January 2008 - Council request revisions



New Terms should:

- Recognize variation in CANs
- Use clear language/easy to read
- Provide revised funding option
- Identify support provided
- Ensure relationship with Council, CANs and staff mutually respectful

Terms of Engagement

- Working group of Council representatives and staff
- Draft revised guidelines
- Forward to CANs for comment
- Report back to City Council
- Reference approved Public Participation Policy

CANs should...

- Be community driven and lead
- Represent broad interests of community
- Encourage active participation from all
- Participate in educational/training opportunities

Training/Educational Opportunities

Consult with CANs for additional topics

- Volunteer recruitment
- Conflict resolution/consensus building
- Engaging youth/seniors
- Facilitating group discussions

How the City of Greater Sudbury Engages CANs *(A Visual Presentation)*

	Inform	Consult	Involve	Collaborate
Overview	To provide information to increase community's understanding of issues and decisions	To seek community level input regarding plans, policy and procedures	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 process and decision, including the development of alternatives and the identification of the preferred solution
Staff/City Responsibilities	<ul style="list-style-type: none"> • Respond to inquiries from CANs about policies and procedures • Provide information through brochures, media releases, public meetings, etc. 	<ul style="list-style-type: none"> • Survey CANs regarding potential policy changes • Attend initial meetings with CANs to discuss plans and alternatives 	<ul style="list-style-type: none"> • Engage CANs at the onset when considering changes to policies, procedures, etc. 	<ul style="list-style-type: none"> • Work with CANs at all stages to realize outcome based projects (trails, parks, etc.)
CAN Responsibilities	<ul style="list-style-type: none"> • Disseminate information received to local community • Work with CGS to increase compliance with regulations • Work with CGS to increase participation in City programs (Clean Sweep, etc.) 	<ul style="list-style-type: none"> • Provide feedback which represents the broad community 	<ul style="list-style-type: none"> • Lead and mobilize community groups and members • Using visioning & Strengths-Weakness-Opportunities-Threats (SWOT) analysis to identify community priorities 	<ul style="list-style-type: none"> • Involve and engage existing local community associations Explore external funding opportunities where feasible
CAN Stages of Development	<ul style="list-style-type: none"> • Few active members • Informal operating structure • Narrow focus • Undeveloped ties with local associations 	<ul style="list-style-type: none"> • Loose structure (Co-Chairs) • One or two active projects • Some key community organizations involved 	<ul style="list-style-type: none"> • Some working committees • Working in multiple Healthy Community pillars but not all • Well organized with regular meetings and executive 	<ul style="list-style-type: none"> • Youth, senior and business representation • Community associations well represented • Functioning sub-committees and executive • Four Healthy Community pillars represented
CDC Role	<ul style="list-style-type: none"> • Help navigate/guide • Provide information • Keep other departments/Council informed 	<ul style="list-style-type: none"> • Animator • Keep other departments/Council informed 	<ul style="list-style-type: none"> • Enable • Facilitate • Keep other departments/Council informed 	<ul style="list-style-type: none"> • Project support • Resources • Keep other departments/Council informed
Council Role	<ul style="list-style-type: none"> • To listen 	<ul style="list-style-type: none"> • To solicit feedback 	<ul style="list-style-type: none"> • To involve in decisions 	<ul style="list-style-type: none"> • To use CAN as a community sounding board
Leadership	<ul style="list-style-type: none"> • Staff leading process 	<ul style="list-style-type: none"> • Key community champions identified and working with staff 	<ul style="list-style-type: none"> • Transfer from staff to community • Executive in place 	<ul style="list-style-type: none"> • Truly community lead • CAN Executive developing new leaders

Administration Support

- Meeting space
- Office space (where available)
- 3 newsletters annually
- Liability coverage for regular CAN activities



Financial Support

Recommend \$2,500 annually to each CAN

- Purchase of supplies
- Mailing/distribution
- Promotion of activities
- Website development (other than mySudbury)



Staff Support

- 1 additional Community Development Coordinator
- Currently 3 Community Development Coordinators, 1 Manager
- Liaise with CANs
- Liaise with community groups
- Advisory panels
- Community events
- Capital initiatives

Request that Council...

- Approve proposed Terms of Engagement
- Allocate \$40,000 to support CANs
- Approve \$80,000 for additional Community Development Coordinator position
- Funds drawn from Constellation City Report allocation

