

EXECUTIVE SUMMARY

This report provides recommendations for exemptions to the Community Action Network Terms of Engagement and Standard Operating Procedures. These exceptions are being brought forward due to effects the COVID-19 pandemic has had on CANs operations.

BACKGROUND

The Terms of Engagement (Appendix A) and Standard Operating Procedures (Appendix B) set out the guidelines and requirements for CANs. Given the current COVID-19 pandemic, staff is recommending exceptions to two of the CAN requirements, on number of meetings and budget carryover, for 2020. Staff will monitor the situation and, depending on how the local COVID-19 situation evolves, may make similar recommendations for 2021.

The COVID-19 pandemic impacts the CANs ability to hold community meetings and move forward on projects and initiatives in their respective communities. The amendments would be temporary, as Council has directed staff to conduct a review of the CAN Terms of Engagement through the development of a Community Engagement Strategy and report back to City Council in 2021.

The two recommended exemptions are:

- 1) **Meetings:** The CAN Standard Operating Procedures state that CANs will hold meetings no less than four times each year. There is no requirement to hold these meetings in-person.

Temporary Amendment: Given the COVID-19 pandemic, the request is to temporarily waive the meeting requirement. CANs have access to a paid Zoom account, as well as training and support by City staff to allow them to host virtual meetings. Not all CANs are comfortable hosting virtual meetings, nor is there community interest for virtual meetings in certain areas. As result, there is concern from CAN executive members that they will be unable to fulfill the four meeting per year requirement.

- 2) **Budget Carryover:** The CAN Terms of Engagement state that a maximum of 25% of the annual community grant of \$2,500 given to each CAN by the City of Greater Sudbury can be carried over into the next grant year, with CGS staff approval.

Temporary Amendment: Due to the COVID-19 pandemic, many CAN projects and initiatives have been put on hold. CANs who have not been able to use their community grant from 2020, are seeking permission to carryover the remainder of their grant into 2021, without restriction. This would enable them to deal with new costs related to COVID-19, and allow them to continue to move forward with delayed projects and initiatives. If approved, CANs will be permitted to carryover a maximum of \$2,500 into 2021, including any carryovers from previous years.

NEXT STEPS

- Staff will continue to work with CAN members to assist with the use of digital tools to host meetings. A Zoom Pro account was purchased for use by CANs in the spring of 2020, and has

been successfully used by many CANs. Staff are also working with the IT division to explore new technologies and options for virtual meetings.

- Staff will work with individual CANs to guide them through requests for budget carryover of their 2020 community grant funds.

RESOURCES CITED

City of Greater Sudbury, Community Action Networks

<https://www.greatersudbury.ca/city-hall/get-involved/community-action-networks/>