



## MEMORANDUM

**TO:** Mayor Bonnette and Members of Council

**FROM:** Mandy Keller, Senior Manager of Community Development

**DATE:** November 6, 2020

**MEMORANDUM NO.:** MEM-RP-2020-0004

**RE:** Community Development Action Plan

### PURPOSE OF THE MEMORANDUM:

The purpose of this Memorandum is to provide Members of Council an overview of the Community Development Action Plan as noted in Report RP-2020-0023 - Recreation and Parks Strategic Plan of the same Council agenda.

### BACKGROUND:

Through the approval of the 2020 operational budget the Senior Manager of Community Development was introduced allowing Community Development to be established as its own division within the Recreation and Parks Department. Subsequently, adjustments were made to the Community Development staff structure within the current FTE and Budget allocations, to allow for greater efficiency and clarity of roles (community development staff structure shown below).



The opportunity to create and formalize a Community Development Action Plan as identified in the top ten recommendation of the Recreation and Parks Strategic Action Plan has been recognized. In response, staff have proceeded with the development of this plan and have incorporated additional opportunities as set out in the strategic plan.

## **COMMENTS:**

The purpose of this Memorandum is to provide Members of Council an overview of the Community Development Action Plan that will be completed by staff as part of the 2020-2025 work program.

The goal of the Community Development Action Plan is to provide a detailed framework and corresponding actions to engage and support the community in providing opportunities collaboratively with Recreation and Parks (in line with the National Framework for Recreation).

Through the application of the Community Development Action Plan staff will continually identify, scope and implement opportunities that support the physical, social and mental wellness of residents. The following objectives for the Community Development Action Plan have been determined;

- Update or develop policies that promote the work of Community Development in an efficient and supportive manner
- Provide the necessary tools and resources to community groups so that they may build capacity to operate successfully
- Streamline processes to improve efficiency and effectiveness
- Build on working relationships and engagement with citizens, key agencies, service providers and community groups to promote a healthy and active community
- Coordinate and support corporate initiatives that intersect with Recreation and Parks efforts (e.g. culture, climate change, diversity, tourism etc.)
- Develop a system of data tracking and performance measures to illustrate areas of need or progress within Community Development
- Develop programs and services that advance the top ten actions of the Recreation and Parks Strategic Action Plan

Based on the above objectives and with the expectation of ongoing input and advancement, the following framework and actions form the Community Development Action Plan:

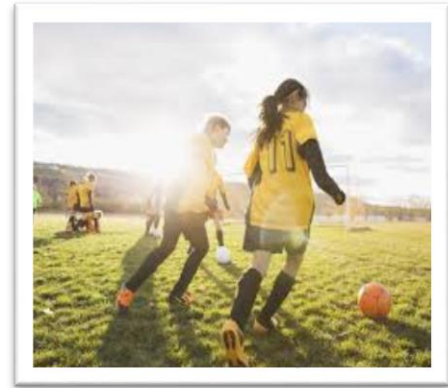
- 1) Capacity Building for Recreation
- 2) Community Wellbeing
- 3) Community and Neighbourhood Engagement

## 1) Capacity Building for Recreation

**Purpose:** Groups and organizations are supported and effectively contribute to the delivery of recreation

**Scope:**

- Support of sport and recreational groups/organizations (governance and volunteerism)
- Community partnerships, capital projects, funding and grant support
- Access and coordination of Town facilities and schools



**Actions:**

- Update the Municipal Assistance Program for better application and to align with the Community Sustainability Investment Fund
- Support for sport and recreational groups/organizations fundraising and Covid-19 recovery
- Formalize a policy outlining priority of users (i.e. individual benefit, community benefit)
- Alter the registered community group program to be in line with current trends and practices
- Collect and analyze participant rates and utilization of recreational sport/group opportunities
- Update the Service Delivery Continuum to be more user friendly and accessible
- Work with community groups and individuals to understand facility needs for community use and establish corresponding parameters
- Work with Volunteer Halton to establish a Halton Hills volunteer network to determine resources needed to support volunteers and organizations
- Establish a sponsorship framework for recreation programs, services, amenities, initiatives and capital projects

## 2) Community Wellbeing

**Purpose:** People feel empowered and supported to advocate for their needs while addressing them through access to resources

**Scope:**

- Social planning and system connections (partnerships, funding and agreements)
- Supportive social environments and initiatives (inclusion, access and diversity)



- Local initiatives of the Community Support Action Team

#### **Actions:**

- Update the Affordability Framework
- Update the Recreation Inclusion Policy to include under-represented populations
- Support and contribute to diversity efforts of both the Region and the Town
- Training and development for community groups to increase inclusion and decrease barriers to participation
- Support community groups in partnering with the Halton Hills chapter of Jumpstart to align with best practices for affordability and utilization of available funds
- Support and contribute to the Region's Community Safety and Wellbeing Action Tables and localize efforts through the Community Support Action Team (CSAT)
- Provide training for Service Halton Hills and Recreation and Parks Customer Service Representatives to be able to navigate available social resources
- Advocate for Regional services and funding to filter into the community
- Align with and supplement the work of the Integrated Community Sustainability Strategy (social wellbeing pillar)

### **3) Community and Neighbourhood Engagement**

**Purpose:** People feel connected and enjoy all aspects of community and neighbourhood life

#### **Scope:**

- Community events and neighbourhood programming
- Civic and volunteer participation in Recreation and Parks opportunities
- Community initiatives focused on outdoors activities and connecting residents to nature



#### **Actions:**

- Continue and expand outdoor neighbourhood programming opportunities as introduced during the Covid-19 pandemic (e.g. ambassadors, pop up play events)
- Revisit and update Active Easy community initiatives for 2021, so they can be delivered as per Covid-19 public health regulations (e.g. family day, open streets)
- Reintroduction of public events and corresponding Covid-19 support
- Create a community engagement plan for the continuation of strategic planning work and ensure ongoing citizen consultation.
- Formalize the Recreation and Parks volunteer management program standards.

- Ongoing support, initiatives and partnerships to connect residents with nature (Willow Park, community gardens, Trees for Halton Hills, SNAP etc.)
- Work with Halton Region and OUR Kids Network to create neighbourhood profiles for planning and programming purposes
- Research best practices and establish procedures for supporting neighbour groups in organizing and hosting citizen led neighbourhood events and programs

**CONCLUSION:**

Establishing the terms of reference for the Community Development Action Plan ensures that staff will be deliberate in their efforts to engage and support the community. Staff will report back to Council on future updates of the Community Development Action Plan and subsequent works requiring approvals.

**Reviewed and Approved by,**

A handwritten signature in black ink, appearing to read "Warren Harris".

Warren Harris, Commissioner of Recreation and Parks

A handwritten signature in black ink, appearing to read "C. Mills".

Chris Mills, Acting Chief Administrative Officer