



# 2019 ACTION PLAN

## **The Community Network is:**

Service providers, not-for-profit agencies, governments, businesses and community members coming together to build a stronger community.

The Community Network (CN) supports initiatives that address these focus areas:

- Reducing poverty: increasing access to safe and affordable housing, nutritious and affordable food and a livable wage;
- Supporting healthy living and personal and community well-being: increasing community food security, social inclusion and cohesion and sense of belonging, supporting active lifestyles;
- Improving mental health: increasing mental wellness across the lifespan and throughout the community.

## **Our Vision is:**

- A community where service providers, government, non-profit organizations, schools, and community members are committed to collaboration and collective action to improve the conditions that enable all Maple Ridge, Pitt Meadows and Katzie residents to enjoy the highest level of health and well-being possible.

## **Our Mission is to:**

- Provide direction to the development of continuous, cohesive, and responsive social services for the communities of Maple Ridge, Pitt Meadows, and Katzie.
- Provide opportunities and supports for residents to build their capacities to live healthy lives as contributing members of the community.
- Ensure a broad community focus with a planned, proactive, preventive, integrated approach to providing services.

## **Our Values are:**

- Community inclusion, engagement and leadership
- Collaboration and integrated action
- Respect
- Communication

**Our goals are:**

1. **Network Development, Structure and Promotion:** Support the development and structure of the Community Network through partner recruitment, internal & external communication, community engagement, reporting and documentation. Continue to develop the ability of the CN and partners to operate in a culturally safe way.
2. **Education & Capacity Building:** Inform, involve, connect and engage the community to: raise awareness of and access to local services; increase understanding of local issues, social determinants and existing inequities that influence the health of well-being of the community; share best practices; and support opportunities to strengthen the capacity of CN members to develop strategies and solutions that will improve the health and well-being of community.
3. **Collaboration & CN Project Support:** Provide a collaborative structure that engages and empowers community partners from multiple sectors to share resources and work collectively on common strategies to improve the health and well-being of the community. Support CN Working Committee and other affiliated group projects on an as needed basis.

**GOAL 1: Network Development, Structure & Promotion**

Network Development	
Objective:	Relevant organizations are recruited as new CN members.
Actions:	Responsibility:
<ul style="list-style-type: none"> <li>• Identify two or three target organizations per year to join the Network.</li> <li>• Follow up on suggestions from membership as to who should be at the table.</li> </ul>	<ul style="list-style-type: none"> <li>• Facilitators / CN Coordinator / CN Membership</li> <li>• CN Coordinator / Facilitators</li> </ul>
Measuring Success: <ul style="list-style-type: none"> <li>• Number of organizations / new members recruited</li> <li>• Meeting attendance numbers</li> <li>• Engagement with Katzie First Nation</li> </ul>	
Objective:	Succession planning ensures ongoing leadership at the CN Table.
Actions:	Responsibility:
<ul style="list-style-type: none"> <li>• Continue to build leaderships capacity within CN membership.</li> <li>• Share the passion for collaborative practices with membership and ignite the desire to push a collaborative community model forward amongst emerging leaders.</li> <li>• Identify and mentor emerging and influential leaders.</li> <li>• Continue to build on existing and create new partnerships.</li> </ul>	<ul style="list-style-type: none"> <li>• Facilitators / CN Coordinator / Working Group Chairs</li> </ul>

Measuring Success:	
<ul style="list-style-type: none"> <li>• Number of partner organizations</li> <li>• Number of leaders at the Facilitators table; attendance at Facilitators</li> </ul>	
Objective:	CN Plan developed for 2020.
Actions:	Responsibility:
<ul style="list-style-type: none"> <li>• Invite all members of the Community Network to participate in a planning process at the end of 2019 to celebrate successes and identify CN priorities and areas for collaborative action for 2020.</li> </ul>	<ul style="list-style-type: none"> <li>• Facilitators / CN Coordinator / Working Group Chairs / CN Members</li> </ul>
Measuring Success:	
<ul style="list-style-type: none"> <li>• CN planning day held in 2019</li> <li>• CN plan developed for 2020</li> </ul>	
<b>Network Support (Internal &amp; External Communication)</b>	
Objective:	CN members have a good understanding of how the CN works, as well as current CN activities and projects.
Actions:	Responsibility:
<ul style="list-style-type: none"> <li>• Provide new member orientation sessions</li> <li>• Communicate one-on-one with new members to welcome them to CN</li> </ul>	<ul style="list-style-type: none"> <li>• CN Coordinator</li> </ul>
Measuring Success:	
<ul style="list-style-type: none"> <li>• Ongoing participation by new members at meetings and on projects</li> </ul>	
Objective:	The CN is a strong, consistent voice communicating to all levels of government and other decision making bodies.
Actions:	Responsibility:
<ul style="list-style-type: none"> <li>• Investigate and take advantage of opportunities to advocate for policies that support CN priorities and emerging issues that are relevant to our community.</li> <li>• Support reciprocal communication between the CN and other community planning tables where decision makers gather (such as the municipal Social Policy Advisory Committee).</li> <li>• Prepare and share CN highlights to SPAC and other community groups where decision makers gather.</li> <li>• Report back on highlights of work done by other groups or organizations where CN has a representative. Communicate and request support from other community tables around emerging and current issues that the CN would</li> </ul>	<ul style="list-style-type: none"> <li>• Facilitators</li> <li>• CN Reps to groups</li> </ul>

<p>like to address.</p> <ul style="list-style-type: none"> <li>• Communicate the value of the CN to the City of Maple Ridge (the current funders) throughout the year.</li> </ul>	<ul style="list-style-type: none"> <li>• Facilitators / CN Coordinator</li> </ul>
<p>Measuring Success:</p> <ul style="list-style-type: none"> <li>• Number of connections to MLAs, MPs</li> <li>• Number of connections to municipal government</li> <li>• Number of other meetings attended by CN representatives</li> </ul>	
<p><b>Objective:</b> CN electronic distribution list is managed and maintained.</p>	
<p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>• Send weekly newsletter message to Community Network distribution list (currently using Mail Chimp program).</li> <li>• Distribute CN agendas and minutes prior to monthly CN meetings.</li> <li>• Update the CN Distribution list after each CN meeting.</li> <li>• Provide current copy of email distribution list to the City of Maple Ridge for their records on a semi-annual basis.</li> </ul>	<p><b>Responsibility:</b></p> <ul style="list-style-type: none"> <li>• CN Coordinator</li> </ul>
<p>Measuring Success:</p> <ul style="list-style-type: none"> <li>• Number of distribution list subscribers</li> <li>• Number of services and events shared per newsletter</li> </ul>	
<p><b>Network Promotion</b></p>	
<p><b>Objective:</b> Maintain an awareness campaign to raise the profile of the Community Network to the general public.</p>	
<p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>• Maintain and update the CN Facebook page and website with the goal of continuing to increase number of followers, hits, clicks, etc.</li> <li>• Write 9 “good news” stories annually related to the Community Network and share through The Maple Ridge Pitt Meadows NEWS.</li> <li>• Create and share promotional materials as needed.</li> </ul>	<p><b>Responsibility:</b></p> <ul style="list-style-type: none"> <li>• CN Coordinator</li> <li>• CN Coordinator / Facilitators / CN Membership as requested</li> <li>• CN Coordinator / Facilitators</li> </ul>
<p>Measuring Success:</p> <ul style="list-style-type: none"> <li>• Number of CN Facebook page followers, hits, clicks</li> <li>• Number of comments received online in response to monthly articles for The Maple Ridge Pitt Meadows NEWS</li> </ul>	

<b>Objective:</b>	The Community Superheroes Campaign is maintained and the CN delivers on sponsorship commitments agreed to with Envision Financial.	
<b>Actions:</b>	<b>Responsibility:</b>	
<ul style="list-style-type: none"> <li>Schedule Community Superheroes to attend 2 – 3 public events per year and invite Envision to participate.</li> <li>Maintain inventory of promotional items and supplies.</li> <li>Develop new promotional items and ideas as needed.</li> <li>Provide an annual report on activities and expenses to Envision Financial.</li> </ul>	<ul style="list-style-type: none"> <li>CN Coordinator</li> <li>CN Coordinator</li> <li>CN Coordinator / Facilitators</li> <li>CN Coordinator</li> </ul>	
<b>Measuring Success:</b>		
<ul style="list-style-type: none"> <li>Number of events attended</li> <li>Number of buttons / other Community Superheroes swag distributed</li> <li>Annual report for Envision delivered</li> </ul>		
<b>Objective:</b>	The Community Chest Initiative (a partnership between the Community Network and the Maple Ridge Community Foundation) is supported and developed.	
<b>Actions:</b>	<b>Responsibility:</b>	
<ul style="list-style-type: none"> <li>Meet one or two times per year with the MR Foundation to discuss the initiative, and plan next steps.</li> <li>Regularly share information about the initiative to the CN.</li> <li>Continue to develop relationship with the Maple Ridge Community Foundation.</li> </ul>	<ul style="list-style-type: none"> <li>Facilitators / CN Coordinator</li> <li>Facilitators / CN Chair / CN Coordinator</li> <li>Facilitators / CN Chair / CN Coordinator</li> </ul>	
<b>Measuring Success:</b>		
<ul style="list-style-type: none"> <li>Funds raised</li> <li>Number of connections with Community Foundation</li> <li>Funds distributed to community members in need</li> </ul>		
<b>Objective:</b>	Relationships between the CN and local service clubs and the business community are built and maintained.	
<b>Actions:</b>	<b>Responsibility:</b>	
<ul style="list-style-type: none"> <li>Seek opportunities to engage service clubs and the business community with work being done under the Community Network umbrella.</li> </ul>	<ul style="list-style-type: none"> <li>CN Coordinator / CN Chair</li> </ul>	

**Measuring Success:**

- Number of connections with service clubs and the business community
- New partnerships developed

**GOAL 2: Education & Capacity Building**

Education & Capacity Building	
<b>Objective:</b>	Share best practices, provide education on social determinants and existing inequities affecting health and well-being, and strengthen the capacity of Community Network members to develop strategies to address local issues through monthly meeting presentations.
<b>Actions:</b>	<b>Responsibility:</b>
<ul style="list-style-type: none"> <li>• Provide guest presentations during monthly CN meetings focused on current priority areas to share local data and / or best practices and provide opportunities for dialogue for CN members to develop strategies to address local issues.</li> <li>• Provide networking events to develop strategies for collaborative action for CN members and community partners.</li> </ul>	<ul style="list-style-type: none"> <li>• CN Coordinator</li> <li>• CN Coordinator / CN Chair / CN Facilitators / Task Groups / Members</li> </ul>
<p><b>Measuring Success:</b></p> <ul style="list-style-type: none"> <li>• Number of guest presentations</li> <li>• Number of workshops</li> <li>• Meeting / workshop attendance</li> </ul>	
<b>Objective:</b>	Increase awareness of work done by CN Working Committees and other affiliated groups.
<b>Actions:</b>	<b>Responsibility:</b>
<ul style="list-style-type: none"> <li>• Support, promote and participate in learning and training opportunities, dialogues, and public events hosted by CN Working Committees.</li> <li>• Support Working Committees in providing verbal updates at CN meetings.</li> <li>• Report work of CN Working Committees at open house / CN Resource Fair type events.</li> </ul>	<ul style="list-style-type: none"> <li>• CN Coordinator / CN Chair / CN Facilitators / Working Committees</li> <li>• CN Coordinator / CN Chair / Working Committee Coordinators and members</li> <li>• CN Coordinator / CN Chair / Working Committee Coordinators and members</li> </ul>

Measuring Success:	
<ul style="list-style-type: none"> <li>• Number of Working Group presentations</li> <li>• Meeting attendance by Working Group members at CN meetings</li> </ul>	
Objective:	Raise awareness of and access to local service providers, resources, and programs.
Actions:	Responsibility:
<ul style="list-style-type: none"> <li>• Promote local resources, service providers and programs through internal and external communications.</li> <li>• Provide opportunities for dialogue between service providers to identify ways to integrate programs and services, problem solve and eliminate service gaps and barriers within the community.</li> <li>• Hold an annual open house / CN Resource Fair to raise awareness of CN work.</li> </ul>	<ul style="list-style-type: none"> <li>• CN Coordinator / CN Chair / CN Facilitators / Task Groups / CN Members</li> <li>• CN Coordinator / CN Chair / CN Facilitators / Task Groups / CN Members</li> <li>• CN Coordinator / CN Chair / CN Facilitators / Task Groups / CN Members</li> </ul>
Measuring Success:	
<ul style="list-style-type: none"> <li>• Number of services, programs and events shared at CN meetings or through newsletter</li> <li>• Number of attendees / booths at CN Fair / Open House</li> </ul>	

### GOAL 3: Collaboration & Project Support

<b>Collaboration</b>	
Objective:	CN supports avenues for collaboration and provides members with assistance in engaging the broader community and maintaining open channels of communication.
Actions:	Responsibility:
<ul style="list-style-type: none"> <li>• Encourage collaboration between organizations during CN meetings.</li> <li>• Encourage / guide potential partnerships.</li> <li>• Forward information on funding opportunities to partners and network members encouraging collaborative action.</li> </ul>	<ul style="list-style-type: none"> <li>• CN Coordinator / CN Chair / CN Facilitators</li> <li>• CN Coordinator / CN Chair / CN Facilitators</li> <li>• CN Coordinator</li> </ul>

<ul style="list-style-type: none"> <li>• Conduct regular Survey of CN members to identify and/or review the issues of highest priority.</li> <li>• Utilize online tools to get feedback on the community's highest priority issues.</li> <li>• Engage CN members in planning process to identify priority action areas within community.</li> </ul>	<ul style="list-style-type: none"> <li>• CN Coordinator / CN Chair / CN Facilitators / Task Groups / CN Members</li> <li>• CN Coordinator</li> <li>• CN Coordinator / CN Chair / CN Facilitators</li> </ul>
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<p>Measuring Success:</p> <ul style="list-style-type: none"> <li>• Number partnerships formed</li> <li>• Number of respondents to CN surveys</li> <li>• Number of attendees at CN planning session</li> <li>• Number of organizations/individuals engaged in dialogue around community priorities online</li> </ul>
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**Project Support for CN Working Groups, Task Groups, and Affiliates**

Objective:	Working Groups are supported and communication flows between groups and the larger CN.
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Actions:	Responsibility:
<ul style="list-style-type: none"> <li>• Attend working group meetings and provide assistance as required. Communicate regularly with Working Group Chairs and Coordinators.</li> <li>• Attend and document Working Group Strategic Planning Sessions and provide input from CN.</li> <li>• Host regular meetings of Working Group Chairs and Coordinators to review work, identify areas needing support and plan for annual presentations by Working Groups to the CN.</li> </ul>	<ul style="list-style-type: none"> <li>• CN Coordinator</li> <li>• CN Coordinator / CN Chair</li> <li>• CN Coordinator / CN Chair / Working Group Chairs &amp; Coordinators</li> </ul>

<p>Measuring Success:</p> <ul style="list-style-type: none"> <li>• Number of Chairs &amp; coordinator's meetings held</li> <li>• Number of working group meetings attended by Coordinator</li> </ul>
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