ICSP Progress Reporting

PLANNING
SMART MANAGEMENT
PRACTICES

Integrated Community Sustainability Plans

Completing annual progress reports take time and effort, but it is important. Listed are a few suggestions of how the NWTAC & MACA can assist communities with keeping the ICSP on the radar and completing the progress reports.

Can we help you with your Integrated Community Sustainability Plan?

Northwest Territories Association of Communities
Phone: (867) 873-8359
Fax: (867) 873-3042
www.nwtac.com

NWT Association of Communities
Connecting Community Governments Since 1973

SMP-ICSP-09

Progress Reports & Reporting Back

Setting up monitoring and reporting back systems is critical to all participants and partners knowing where you are in process.

NWTAC can help you to develop monitoring products that can also be used to report back to the Federal Government.

Not a Report Card

Many communities have been reluctant to complete the Reporting Back Progress Report. This is not report card on the community. This process is about revisiting the ICSP. Many communities have been anxious before completing the forms but then were pleasantly surprised with the *Goals* and *Strategies* being checked off their ICSP.

Priorities can change, especially since it has been 4 years since the ICSP's have been completed. Tis is just an exercise to ensure that we are staying on track with our original ICSP or making the necessary changes and communicating to the community.

NWTAC & MACA can help you by:

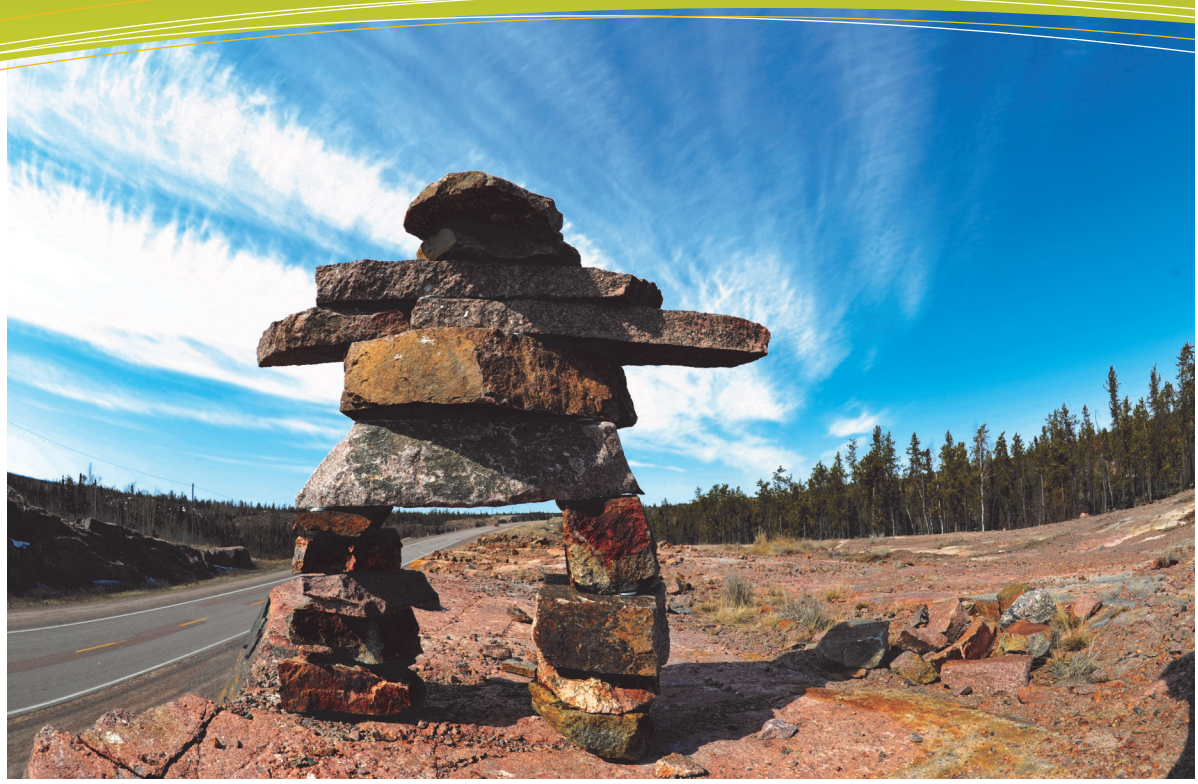
- Arranging a meeting to assist communities in complete the Progress Reporting Forms.
- Providing materials and templates for tracking progress
- Providing information from other communities
- Assist with incorporating feedback and making adjustments to Plans and projects using the public input.
- Providing support, ideas and best practices
- Helping to facilitate meetings and workshops

For assistance in any of these areas please contact :

Chelsey Andrews
Sustainability Coordinator
867-873-8359 or chelsey@nwtac.com

Informed and Engaged Communities

PLANNING
SMART MANAGEMENT
PRACTICES



Integrated Community Sustainability Plans

Keeping communities informed and engaged can take time and effort, but it is important.

A variety of suggestions are provided in order to assist communities with keeping the public able to participate in the ICSPs.

Can we help you with your Integrated Community Sustainability Plan?

Northwest Territories Association of Communities
Phone: (867) 873-8359 x 7
Fax: (867) 873-3042
www.nwtac.com

NWT Association of Communities
Connecting Community Governments Since 1973

Some Ideas for ensuring that you reach as many residents as possible include:

- Celebrate the end of projects by organizing an event to show your success
- Use Bulletin Boards in public places to track progress on projects and action items
- Use Community Newsletters to show progress and successes as well as highlighting your vision and goals
- Use Community Feasts to highlight your vision, goals and information on projects—posters and verbal combinations work well
- Have an annual Open House and include lunch (or a café) include a graffiti wall—especially useful for youth and students
- Have a Hamlet/Band office drop in—tea, coffee and hot chocolate to view the vision, strategies and actions and provide input
- Make special efforts to include the youth and elders in events—ask them to be part of organizing the event
- Go to the schools and engage the students—inform them about the vision and goals and get input. Try to have contests and challenges
- Encourage child care and traditional and/or nutritious food for community events
- Listen and provide feedback opportunities at all events
- Use public places to show the vision and goals and to receive input i.e. library, recreation centre, post office, health centre, hamlet office, band office, school and even outside places
- Seek out ideas from other communities who had positive information and consultation events

MACA and NWTAC can help you by:

- Providing materials and templates for tracking progress
- Providing information from other communities
- Assist with incorporating feedback and making adjustments to Plans and projects using the public input.
- Providing support, ideas and best practices
- Helping to facilitate meetings and workshops

ENHANCING YOUR PUBLIC ENGAGEMENT

PLANNING
SMART MANAGEMENT
PRACTICES

Integrated Community Sustainability Plans

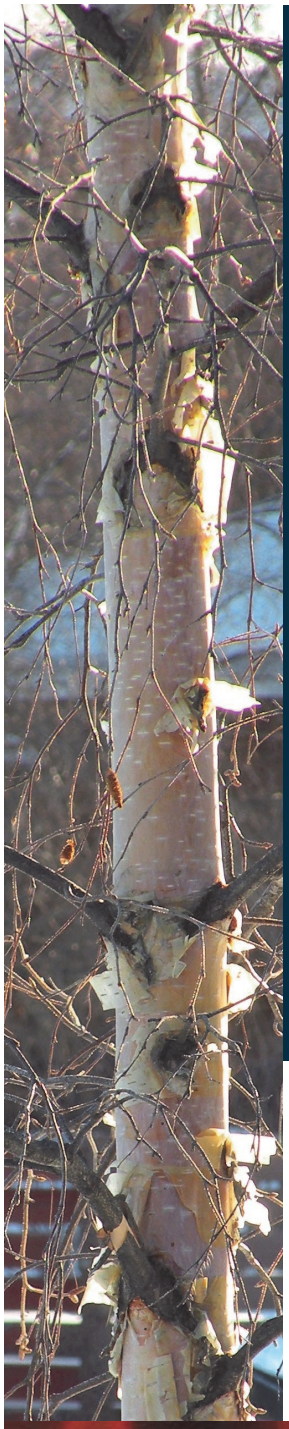
Getting participation from the community can be a challenge.

Every community is different and will respond differently to various engagement techniques.

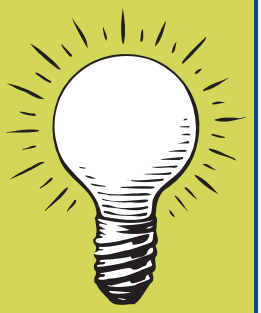
We are proud to highlight some innovative ways that communities have used to encourage participation in public meetings. Perhaps you can adapt one for your community?

Can we help you with your Integrated Community Sustainability Plan?

Northwest Territories Association of Communities
Phone: (867) 873-8359 x 7
Fax: (867) 873-3042
www.nwtac.com

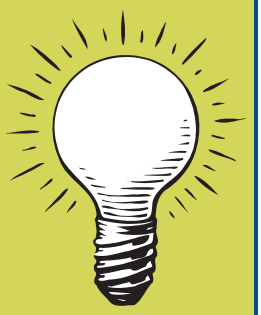


IdeasFortSmith



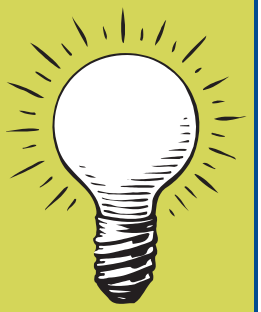
- Two day event held in the Recreation Centre to educate and celebrate successes as well as solicit input from community members
- Included conservation spaces for one-on-one discussions
- Graffiti Wall allowed for public to layout thoughts and drawings. Very popular with Youth
- Dragons Den included as well

Hay River Café/Coffee House



- Was set up to look like a café— individual tables, tablecloths and flowers; comfortable chairs and displays with
- Included coffee and light meals—all day event
- Set up to encourage discussion to occur in a friendly manner

Ulukhaktok Community Event



- Lunch time event in Community Centre
- Soup and bannock—informal setting
- Elders, students and young families attended
- Drop in—displays and feedback sheets
- Individual discussions with people while eating

Some things you might want to consider to enhance the attendance at your Public Meetings/Events:

- Tie it into an event that already draws people out i.e. a community feast, a recreation event, or something at the school
- Serve Food
- Have door prizes
- Have contests
- Have childcare
- Include Youth and Elder participation methods
- Provide Transportation
- **Make it FUN!**

TRANSPARANCY AND PUBLIC ENGAGEMENT

PLANNING
SMART MANAGEMENT
PRACTICES

Integrated Community Sustainability Plans

There are many ways to get information out to the community so that everyone knows what you are doing and so that you are perceived to be more transparent and open.

These are ideas that can work to help communities be better informed and to ensure that the public is more effectively engaged for the ICSP implementation.

Can we help you with your Integrated Community Sustainability Plan?

Northwest Territories Association of Communities
Phone: (867) 873-8359 x 7
Fax: (867) 873-3042
www.nwtac.com

NWT Association of Communities
Connecting Community Governments Since 1973

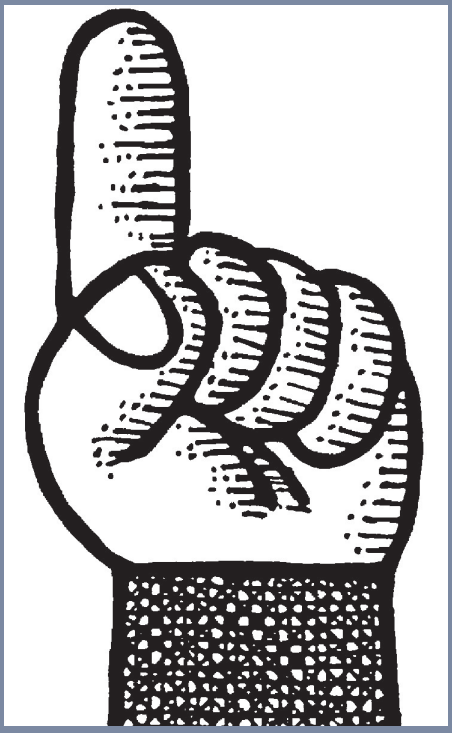
GETTING YOUR INFORMATION OUT:

- **Celebrate the completion of Projects:**
  Organize an event & invite every-one even if it is a small project. Celebrate your successes and be and take photos for your next report or newsletter.

- **Feature Stories:**
  Use public and internal Bulletin Boards or newsletters to track progress on projects and action items and highlight vision and goals

- **Community Feasts**
  Can be an opportunity to highlight your vision, goals and provide information on projects using posters and presentation material

- **Using public places**
  These are the best places to show the vision and goals and to receive input i.e. library, recreation centre, health centre, hamlet office, band office, school, post office and even outside places.



Social Media - an effective way to get your message out and get feedback.

Many communities use:

- Web sites
- Face book
- U Tube
- Twitter
- Flicker
- Blogging
- E-mailing

INVOLVING YOUTH

PLANNING
SMART MANAGEMENT
PRACTICES

Integrated Community Sustainability Plans

Getting participation from the community can be a challenge.

One of the groups that is a challenge to engage is youth as they do not respond well to traditional engagement methods.

By changing how you engage to include youth, you will greatly enhance your planning exercises. You won't regret it!

Can we help you with your Integrated Community Sustainability Plan?

Northwest Territories Association of Communities
Phone: (867) 873-8359 x 7
Fax: (867) 873-3042
www.nwtac.com

NWT Association of Communities
Connecting Community Governments Since 1973

The Importance of Youth Involvement

- Our youth are an important part of the community and future leaders
- Youth have great, fresh ideas
- Combine youth's ideas with elders and we often are surprised at what happens
- Youth are fun and have energy when approached correctly

Suggestions:

- Go to them – schools and special events (sports & recreation) or places they hang out
- Use language youth understand
- Use Social Media
- Graffiti walls is one way to get their ideas (check with the Town of Fort Smith approach profiled)
- Art – music and drawings – use their talents at events as ways to express their ideas
- Invite students to Community Council as part of a class project or Civic week
- Recognize their school projects when it is community focused
- Consider appointing a youth member of Council. Consider contributing to a post secondary bursary.
- Have contests with prizes like i-pods and free use of Recreation Facilities (ie/ free skate or pool party)

HAVE **FUN!!**

BUILDING ON YOUR STRENGTHS

PLANNING
SMART MANAGEMENT
PRACTICES

Integrated Community Sustainability Plans

Building and linking your community strengths
brings about positive actions.

By examining what you do well you may learn lessons for your challenges identified in your ICSP.

Can we help you with your Integrated Community Sustainability Plan?

Northwest Territories Association of Communities
Phone: (867) 873-8359 x 7
Fax: (867) 873-3042
www.nwtac.com

NWT Association of Communities
Connecting Community Governments Since 1973

Building on Your Strengths

- Spend time reviewing community strengths with community members, Council and staff
- Determine ways to acknowledge community strengths
  - hold an event
  - show them on your web site
  - take it to schools
  - show rewards to staff and partners
- Story telling can help with identifying strengths
- Have a local person collect successful stories from past experiences—youth and elders have talents to assist with this
- Link stories and make the into Community strengths (assets) in order to bring about actions
- Understand about the assets, skills and talents of individual community members and organizations
- Bring strengths together—mobilize—and find ways to link them building relationships and enjoyment

Working together builds strong communities