ATTACHMENT 1: Updated Action Plan (For Public Benefit: Whole-of-Government Framework to Guide City Relationships with the Community-based Not-for-Profit Sector)

The 2019 Updated Action Plan contains 24 actions to strengthen and sustain an interdependent relationship between the City and the Community-based Not-for-Profit Sector.

Each action is described by:

- A timeline for implementation
- Related resource needs
- Lead and/or participating City Divisions.

Timeline:

- Short identifies actions which can begin immediately.
- Medium identifies actions which can begin within 2 years.
- Long identifies actions which, though implementation may begin earlier, are not expected to reach full implementation until after 2 years.

Divisional abbreviations:

AS - Accounting Services
CF - Corporate Finance
CTO - CreateTO
CP - City Planning
EDC - Economic Development and Culture
FP - Financial Planning
IT - Information and Technology
PMMD - Purchasing and Materials Management
PFR - Parks, Forestry and Recreation
RES - Real Estate Services
SDFA - Social Development, Finance and Administration
SCP - Strategic and Corporate Policy

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#	ACTION	STATUS (10/02/19	COMPLETION DATE	TIME LINE	RESOURCE NEEDS	DIVISIONS
1.	Proclaim a Recognition Day to acknowledge the contributions of Toronto's Public Benefit, Community-Based, Not-for-Profit Sector in achieving shared strategic goals with the City.	COMPLETED	2019	Short	Within existing resources	PRO/ SDFA
2.	Ensure that the City's strategic and operational plans include, where applicable, a description of the role(s) for the Not-for-Profit Sector in achieving City objectives and reflect the values and commitments expressed in "For Public Benefit: City of Toronto Relationship with the Community-Based Not-for-Profit Sector".	LAUNCHED	ONGOING with update in 2021	Short	Within existing resources	SCP/ ALL
3.	Report every two years to Community Development and Recreation Committee (CDRC) on the impacts of the City/Sector relationship and on progress toward achieving the actions listed here (First Report due in 2019).	LAUNCHED	ONGOING with update in 2021	Medium	Within existing resources	SDFA/ ALL
4.	Establish a City/Sector Advisory Table responsible for: meeting biannually to identify issues, opportunities and challenges for the relationship; approve and monitor a workplan for implementation of the actions listed here; and reporting on progress to Council. To be composed jointly of senior City staff and Not-for-Profit Sector stakeholders.	LAUNCHED	ONGOING with update in 2021	Short	Within existing resources	SDFA/ ALL
5.	Strengthen and sustain collaborative planning with relevant Not-for-Profit Sector leadership in the City's Service System Manager areas and in other areas where the Sector brings valuable community	LAUNCHED	ONGOING with update in 2021	Short	Within existing resources	ALL/ SDFA

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#	ACTION	STATUS (10/02/19	COMPLETION DATE	TIME LINE	RESOURCE NEEDS	DIVISIONS
	intelligence: arts and culture, environment, public health, community and economic development, urban planning and integrated programming for specific populations or communities.					
6.	Share best practices across Divisions, Agencies, and Corporations for maximizing the benefits of collaboration and consultation with the Sector.	LAUNCHED	ONGOING with update in 2021	Short	Within existing resources	SDFA
7.	~~Consider Establishing a Not-for-Profit Sector Specialization within Economic Development and Culture Division, focused on optimizing the economic impact of not-for-profits and strengthening the sector's role in inclusive economic development~~. This Action was revised to: Conduct stakeholder consultations to identify promising options for advancing the economic impact of the Sector.	COMPLETED	2019	Long	within existing resources	EDC/ SDFA
8.	Work with City Divisions, Agencies and Corporations to educate them on potential advantages from including qualified Not-for-Profit Sector organizations into a competitive procurement and work with them to develop potential guidelines on how to structure a competitive procurement that makes it fair for not-for-profit sector organizations and for-profit sector organizations to compete.	LAUNCHED	ONGOING with update in 2021	Long	Within existing resources	PMMD/ SDFA
9.	Engage Provincial and Federal government counterparts to encourage the economic sustainability of the Public Benefit Not-for-Profit Sector.	NOT LAUNCHED	2021	Long	Within existing resources	SCP/ SDFA

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#	ACTION	STATUS (10/02/19	COMPLETION DATE	TIME LINE	RESOURCE NEEDS	DIVISIONS
10.	Promote more inclusive resident consultation in cooperation with the Not-for-Profit Sector by creating and maintaining a database, accessible to all City of Toronto purchasing staff, of registered Not-for-Profit Sector organizations based in Toronto with capacity and/or facilities to conduct high quality community consultation and related community research.	LAUNCHED	2019	Medium	Within existing resources	SDFA/ SDFA
11.	Conduct a comprehensive review of the range of financial relationships, and funding application and reporting tools that are currently used across Divisions, Agencies and Corporations in relation to the Not-for-Profit Sector and recommend steps for appropriate harmonization and modernization to reduce administrative burden for the City and the Sector and facilitate analysis of the City's total transactions with individual organizations and the Sector overall.	COMPLETED	2019	Medium	Within existing resources	FP/ SDFA
12.	Review and revise permitting and licensing systems to streamline and simplify the application process to use City facilities for community events.	LAUNCHED	2021	Short	Within existing resources	PFR/ SDFA
13.	As part of the City's website revitalization, ensure that Not for Profit organizations can readily find relevant information and updates about City resources, programs and processes and timelines affecting Not-for-Profits including grants, community tenancies, permits and licenses, and linkage to City protocol services.	NOT LAUNCHED	2020	Medium	Within existing resources	I&T/ SDFA

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#	ACTION	STATUS (10/02/19	COMPLETION DATE	TIME LINE	RESOURCE NEEDS	DIVISIONS
14.	Support Not-for-Profit Organizations that lease City-owned or managed spaces, by collaborating to implement the City's new Community Space Tenancy Policy with procedures that will minimize administrative burden and maximize transparency and the impact of community services.	LAUNCHED	ONGOING with update in 2021	Medium	Within existing resources	SDFA/ RES
15.	Promote Not-for-Profit organizational effectiveness through provision of supports for enhancing Board governance.	LAUNCHED	ONGOING with update in 2021	Short	Within existing resources	SDFA
16.	Work with the Sector to apply a "Decent Work" lens to City contracts with Not-for-Profit Organizations.	NOT LAUNCHED	2021	Medium	Within existing resources	SDFA/ FWO
17.	Consult with Indigenous-led not-for-profit organizations based in Toronto to develop and implement granting processes that are Indigenous-led. This includes providing support for leaders from the Indigenous Communities to gather to identify goals and actions relevant to their communities.	NEW ACTION	2020		Within existing resources	SDFA/IAO
18.	Promote access to Indigenous Cultural Awareness and Safety training to the not-for-profit sector at-large so that the Sector collectively learns about the many unique Indigenous Communities that live here and historically have lived on these lands.	NEW ACTION	2020	Short	Within existing resources	SDFA/IAO
19.	Develop and promote a community-vetted roster of Indigenous-led not-for-profit and social enterprise vendors to provide Indigenous Cultural Awareness and Safety training.	NEW ACTION	2021	Medium	Within existing resources	SDFA/IAO/ PMMD

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#	ACTION	STATUS (10/02/19	COMPLETION DATE	TIME LINE	RESOURCE NEEDS	DIVISIONS
20.	Develop an inventory of appropriate City-owned or leased spaces that could be made available for Community Space Tenancies and communicate the inventory regularly to the not-for-profit sector.	NEW ACTION	ONGOING	Medium	Within existing resources	RES/ SDFA/CTO
21.	Work with Toronto Community Housing, School Boards and AnchorTO partners to review terms and conditions for the community use of space in public sector facilities in Toronto and explore opportunities to create coordinated information portal for the sector.	NEW ACTION	ONGOING	Long	Within existing resources	SDFA
22.	Facilitate City-wide use of new fields in SAP to document financial transactions with not-for-profits, through distribution of guidelines and updated SAP forms.	NEW ACTION		Short	Within existing resources	AS
23.	Report on government-wide financial transactions with the Sector, starting in 2020.	NEW ACTION		Medium	Within existing resources	IT/SDFA/ AS
24.	Submit a budget proposal for a staff coordinate to support ongoing stewardship of City/Sector relationships, for 2021 budget cycle.	NEW ACTION		Medium	Within existing resources	SDFA/FP