

**Revelstoke Community Social Development Committee (RCSDC)
Social Development Coordinator
2011/2012 WORKPLAN**

Objective 1. Facilitating communication and collaboration amongst community organizations to support them to work together on community social challenges and opportunities

Task	Status/estimated completion date
Maintain central office location & continue to distribute contact information	Ongoing
Field email communications and review materials sent to coordinator	Ongoing
Coordinate & attend steering committee meetings	Ongoing
Meet with social sector members, including those who are not on RCSDC	Ongoing
Sign up for web lists for various organizations & agencies to keep abreast of capacity-building and new funding opportunities & communicate these to appropriate groups or organizations	Ongoing
Attend meetings of social sector organizations and groups, including but not limited to: <ol style="list-style-type: none"> 1. Early Childhood Development Committee 2. Revelstoke Literacy Action Committee 3. Seniors' Volunteer Coordinator Steering Committee 4. Health Care Advisory Committee 5. Youth Initiative Committee 6. Substance Use Strategy Implementation Committee 7. Transit Committee (when needed) 8. Screen Smart Committee 9. Integrated Community Sustainability Plan Steering Committee 	Ongoing
Organize local learning events as opportunities arise and/or are required	Ongoing
Facilitate stakeholder participation in community-wide initiatives & events	Ongoing
Host quarterly meetings to promote interagency communication, learning and to celebrate achievements	Annual

Objective 2. Supporting action on high priority social projects identified in the Community Development Action Plan (CDAP)/ Maintaining and updating the social aspects of the CDAP.

Task	Status/estimated completion date
Substance Use Strategy implementation – Facilitate bringing together key stakeholders to address community goals and recommended actions; assist with funding applications as needed.	Ongoing
Seniors – 1. Continue to support Seniors’ Association as needed; 2. Monitor implementation of recommended actions in the Age-Friendly Plan 3. Provide support for Volunteer Coordinator steering committee.	Ongoing
Youth – Support implementation of the Youth Action Plan	Ongoing
Poverty Reduction – Develop a community-wide Poverty Reduction Strategy, including a Living Wage analysis	Sept/11 to June/12
Transportation – Assist Transit Committee to develop effective public transit and handydart service.	Ongoing
Check in with organizations taking leadership on social priorities within the CDAP to review status of projects/tasks.	Ongoing
Welcoming new residents, introducing them to the community – maintain www.welcometorevelstoke.org and update Revelstoke Newcomer’s Guide as needed.	Ongoing
Facilitate RCSDC review of priorities and actions within the CDAP.	November 2011
Ensure ‘primarily social’ and ‘integrating’ goals are embedded in the ICSP	Sept/11 to June/12

Objective 3. Help support new and existing organizations and collaboratives when needed

Task	Status/estimated completion date
Assist new and existing groups to establish governance	As required
Assist new and existing groups to develop, implement and monitor work plans	As required
Assist new and existing groups with funding applications as needed	As required
Ensure new and existing groups are working with accurate information sources	As required

Objective 4. Identifying new social challenges and opportunities in the community and identify ways to meet these challenges and access these opportunities.

Task	Status/estimated completion date
Continue to meet with social sector representatives and groups on a regular basis to identify common goals and priorities for action within social sector; continue to review new funding opportunities as they arise	Ongoing

Objective 5. Providing the City of Revelstoke with information and recommendations on community social challenges and priorities

Task	Status/estimated completion date
Presentations to City Council and senior staff	October /11 January & June 2012
Respond to requests from Council as they arise	Ongoing
Provide information to City Council on community-wide social issues	Ongoing

Objective 6. Communicating social issues and information within the community and externally

Task	Status/estimated completion date
Update and distribute Directory of Social Services for Revelstoke and Area as needed	Ongoing
Update Social Development website as needed	Ongoing
Maintain and update list/library (web & paper-based) of recent (last 10 years) reports/studies on local social topics	Ongoing
Presentations to organizations describing social sector initiatives, needs, RCSDC committee, and work plan: Chamber, Credit Union BOD & Staff, IH Managers meeting, RCMP and other as requested.	Set dates for presentations
Provide point of contact & answer requests (local and out-of-town) for information about social conditions, the social sector and social planning	Ongoing
Participate in community-wide events	Ongoing
Utilize various media venues to communicate Social Development activities to the general public	Ongoing
Contribute social perspective to other community planning initiatives through a variety of groups, including but not limited to: <ul style="list-style-type: none"> • Community Futures • Economic Development Commission • Planning & Building Advisory Committee 	Ongoing
Coordinate & host asset-based community development speaker presentations/ workshops/ meetings and capacity-building events as needed	Ongoing