

# 20 Site level Community Action Plan (CAP) guidelines

Relationship Identification & Management <i>Discover and Assess</i>	Incorporate into Strategic Planning & Budgeting <i>Plan</i>	Implement through Risk Management System <i>Implement</i>	Management of Issues, Activities & External Communications <i>Manage and communicate</i>	Monitor Effectiveness <i>Monitor</i>
<ol style="list-style-type: none"> <li>1. Identify all stakeholders and assets &amp; levels of engagement based on intersection of interests (slide 9)</li> <li>2. Determine consultations and methodologies annually (outside of compliance levels)</li> <li>3. Assess and identify possible community, NGO and association partnerships</li> <li>4. Include initiatives that incorporate A ) Education B ) transfer of skills and C) infrastructure development</li> </ol>	<ol style="list-style-type: none"> <li>5. All sites to develop an annual plan for review &amp; budget approval (July – August)</li> <li>6. All sites to include vision statement, statement of values and success drivers in CAP and external materials for community relations (slide 12 and 13)</li> <li>7. Establish an annual approved budget (Sept) for community relations activities locally</li> <li>8. Identify community relations coordinator</li> <li>9. Establish actions to reduce operational risks and engagement risks with GM through annual risk management process</li> <li>10. Assess investment opportunities in local procurement, energy conservation</li> </ol>	<ol style="list-style-type: none"> <li>11. Every two years (2015) conduct community survey to assess/inform community action plans</li> <li>12. Review community action plan with Office of Stakeholder Engagement and Corporate Affairs (July – August)</li> <li>13. GM to update risk register incorporating new management actions for communication action plans</li> </ol>	<ol style="list-style-type: none"> <li>14. Establish Community Resolution Process</li> <li>15. When necessary, develop documented engagement agreements with stakeholders and partners as sub-agreement to CAP</li> <li>16. Reporting: Tracking of defined and specific material impacts</li> </ol>	<ol style="list-style-type: none"> <li>17. Communicate internally social impacts both positive and negative</li> <li>18. Participate in training as required (i.e. media training/ human rights training/ conflict resolution techniques)</li> <li>19. Ensure an inclusive process</li> <li>20. Monitor transparency of communications with community on procurement, hiring, public health, financial contributions and partnerships</li> </ol>