

MY GREAT *Neighbourhood*

Neighbourhood Led Action Plan Guide



Learn how to develop and implement a Neighbourhood Led Action Plan to empower and improve your neighbourhood.

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Message From the City's Neighbourhood Team

So, you're ready to explore the City of Victoria's Neighbourhood Led Action Plan Guide. Congratulations! We are here to help you every step of the way on this journey.

This is YOUR journey, but your Neighbourhood Team Liaison is here to support and connect you to City departments that can help answer your questions and potentially guide you to funding sources and any required permits or information.

Our goal is to empower you to achieve your neighbourhood improvement goals. We believe in people power and that everyone should have a say in what makes their neighbourhood great.

We hope the nine steps in this guide assist you in establishing a great plan for your neighbourhood. It won't always be a linear process and you are likely to go back and forth with the steps – some steps may apply more than others.

On behalf of the City of Victoria, we look forward to working alongside you in the spirit of community!

Respectfully,
Your Neighbourhood Team

The City of Victoria is located on the homelands of the Songhees and Esquimalt People.

Neighbourhood Led Action Plan Guide

What You Need to Know

What is the Neighbourhood Led Action Plan Guide?

Simply put, this guide was developed by members of the City’s Neighbourhood Team to help you design and implement a Neighbourhood Led Action Plan (NLAP) to empower and improve your neighbourhood. This plan will help residents identify priorities for improvement over a five year period.

This guide uses a dynamic blend of neighbourhood planning and community development to encourage people to come together to realize a shared vision for their neighbourhood and create a stronger sense of community and connectivity.

Why is the City proposing this guide?

The City recognizes that neighbourhoods may want to focus on priorities that differ from those of Council. The NLAP Guide provides an opportunity for a neighbourhood to take action to address needs and pursue opportunities to improve their community.

While the City won’t lead the process, staff are available to provide support and suggest ways that objectives involving the City’s jurisdiction may best be pursued.

What are the benefits of the NLAP Guide?

The steps outlined in this guide bring residents, local business owners, schools, and community organizations together to share ideas and collectively build neighbourhood capacity. Through community decision-making, a neighbourhood can identify the broad range of resources it has to pursue its goals.

Everyone who lives, works and plays in a community should benefit from the outcomes of an NLAP. While it is the community who sets out goals for achieving projects and resolving issues that are important to them, this guide also encourages connections with organizations located outside the neighbourhood.

The guide will help build consensus about the wants and needs of a neighbourhood and a collaborative plan for achieving these goals. The steps laid out will strengthen social capital and increases neighbourhood resiliency, improving the quality of life for a community in the long-term.

Who starts the process?

Anyone residing in a City of Victoria neighbourhood can use this guide to start taking steps towards improving their neighbourhood, however the NLAP should reflect the interests and priorities of the majority of community members and those who will be most impacted.

An NLAP should consider the breadth of different perspectives and diversity in a neighbourhood and include as much community participation as possible.

What types of projects or priorities can be explored in this guide?

An NLAP can address any priorities that are of interest to the community. Smaller, focused projects where the community has a higher degree of control may be of most interest, but any project idea can be explored.

In some cases, the action may be to conduct an initial exploration of ideas that may currently be beyond the capacity of the group to complete, but it may set the stage for a future action on issues of importance to the community. A successful outcome only requires that the goals are realistic and a path toward completion has been established and resourced.

Is there a specific geographic area for this guide?

Neighbourhood boundaries are the most suitable to define an area for an NLAP. In some cases, a small area of a neighbourhood may choose to develop a plan or project. In other cases, when it makes sense to collaborate, an NLAP may involve several neighbourhoods. This may result in shared action items. Where there are many actions in a shared geographic area, it may be best to develop a joint action plan.

Are the steps the same as for a Local Area Plan?

No. The steps in the NLAP Guide are designed to empower and be driven by community members' priorities with the support of community partners and City staff.

A Local Area Plan is led by the City and seeks specific input from residents to create policies on the design, land use/density and transportation to guide Council's decision making on the use of public space. Local area plans often provide guidance for new developments and infrastructure projects.

Ideally, a project that is informed by the use of this guide should align with the policies in a community's local area plan and reflect the community perspectives and interests discussed and documented through that process.

The table below helps to clarify the differences between a Local Area Plan and an NLAP.

	Local Area Plan	Neighbourhood Led Action Plan
Leadership	City	Community
City Role	Coordinate, collate input and produce plans	Staff supports your process when requested by your neighbourhood group
Topic Areas	Urban design, land use, transportation	Any priority identified by the residents who live, work and play in a neighbourhood
Outcomes	Policies that guide Council decisions on development and infrastructure projects	Placemaking projects, social capacity building, resolution of issues, exploring and/or achieving goals of a neighbourhood group(s)
Geographic Area	Villages, nodes and corridors	Generally, formal neighbourhood boundaries
Process Funding	One-time Council approved budget	Possible funding could include a My Great Neighbourhood Grant, indirect funding through local area plan activities and/or private fundraising, or through other sources determined by the neighbourhood group
Implementation	Guide for Council decision making	Led by residents
Resources	City, new developments	Varies depending on a neighbourhood's action plan

How does the City support the NLAP process?

The City's Neighbourhood Team can support community members in the process of achieving their plan's objectives. City funding is not specifically dedicated to these objectives, however the Neighbourhood Team may be able to assist in determining if there are funding sources available for proposed community priorities.

This guide is designed to walk neighbourhoods through their project planning process. Some project goals will be able to be achieved sooner than others. The planning process will identify how the goals are to be advanced.

Some goals/objectives may take several years to completely realize, while others may be more achievable. It's important to ensure that there are "quick wins" in an NLAP to build momentum and achieve success. The City's My Great Neighbourhood Grant Program may be a source of funding that helps achieve short-term objectives.

STEP 1.

Conduct a Neighbourhood Temperature Check



While creative ideas for an NLAP can start with one person, you will need to find out if it's something the community wants or needs.

Reach out to as many people in your neighbourhood as possible to see if they share your enthusiasm for the opportunities that this process could bring.

You can do this by speaking with your neighbours in person or by dropping off a notice which invites them to contact you to learn more.

You may want to host an initial meeting online or in a community gathering place to explain your idea and gauge interest. Other community members may be passionate about a range of ideas that complement yours. This is good. The initial gathering will give you a strong indication if residents and local community partners want to participate.

Whether you meet with people online or in-person, it is during this first phase where you will discuss and identify ideas that will inform a vision statement for your NLAP.



TIP

Your local community centre, church, sports association or school all offer great spaces for communal gatherings.

STEP 2.

Establish Your Planning Team

Good news! People in your neighbourhood are interested and want to see the potential of their community realized.

Now it's time to establish your planning team. A team of 5-10 community members is suggested.

If you intend to develop priorities for the neighbourhood as a whole, you will need to involve participants who represent the diversity of the community. The more representative and inclusive your neighbourhood team is, the stronger your action plan will be.

Cast a wide net. People in leadership roles can be strong allies. They will need to be prepared to commit resources and energy towards the implementation of the action plan. Your team will benefit greatly by including the following types of members:

- Residents (homeowners and renters)
- Business owners (small and big)
- Private interest groups
- Neighbourhood Association
- School Parent Advisory Council (PAC)
- Cultural organizations
- Faith-based groups
- Any local not-for-profit organizations
- Sports clubs
- Charitable organization leaders
- Community police officers

This team will champion the action plan, from engaging with residents, to the development and completion of agreed actions. Team members must be willing to make time commitments to ensure the neighbourhood led process is a success.

Who makes a good champion? People who are comfortable talking to new people and making connections in the community are often interested in championing local projects. Though many types of people can contribute to making a project plan successful, your champions should be able to bring other people together and bring a positive, supportive attitude to the planning team.

Your core planning group should be a size that feels comfortable and productive. Consider adding sub-committees once you've established your planning team. Establishing some principles or Terms of Reference for the group will help it run smoothly.

TIP

The frequency of your meeting schedule should provide appropriate momentum for your plan without resulting in participant burnout!

Ensure that you either elect members to your team democratically or have people represented geographically if your neighbourhood is large. You may want to prepare a short description of the attributes you are seeking for planning team members. Be sure to make your selection process is fair, open and inclusive.

TIP

Reach out to your local Neighbourhood Association for support on how to elect members.

EXAMPLE: Democratic Selection Process

One example you may consider using to elect members to your planning team can be found in the B.C. General Local Elections 101 document.

Organizing Your Neighbourhood Planning Team

Next you will need to define terms and roles for your neighbourhood planning team meetings. Some important items to consider are:

- **Meeting time and venue** – when and where?
- **Meeting frequency and length** – how often?
- **Meeting chairperson** – who facilitates; rotating chairperson or appointed?
- **Meeting note taker** – who will record minutes and distribute to team?
- **Standing agenda** – what items need to be covered regularly?
- **Stages of the plan** – create an outline and a rough schedule
- **Team assignments** – who assigns the work?
- **Time allotment per stage** – how long will each stage take?
- **Resources required** – what and/or who else is needed to accomplish your plan?

TIP

Look for community members with administrative skills to assist you with task-oriented items to ensure that things run smoothly from the beginning.

Sample Meeting Agenda
(See Appendix A for template)

Agenda	
Group name	Neighbourhood Planning Team
Date	January 7, 2022
Time	6 p.m. - 7:30 p.m. - <i>total time of meeting</i>
Location	Community Centre (board room) - <i>be specific</i>
Minutes taker	Member who will compile minutes for current meeting
Members present	Members who are confirmed to attend in advance
Regrets	Members not present who have let you know in advance of the meeting
Approval of Minutes	Minutes dispersed from the last meeting for review in advance of the current meeting
Approval of Agenda	Any additional items to be added to discuss?
Items for discussion	Bullet point items to be discussed this meeting
Roundtable	Members around the table provide an update
Agenda Building	Items for next meeting to discuss
Next Meeting	Date/location/time for referral

Neighbourhood Planning Team Meeting Minutes

Minutes: date/time of previous meeting

Location: be specific

Present: members present for past meeting

Regrets: members absent for last meeting

Approval of Minutes: ✓ tick off if reviewed

Approval of Agenda: ✓ tick off if reviewed

Items: list items discussed

1. Example: Neighbourhood Plan One Year Celebration

Brief description of item discussed with action items and delegation to members with due date for completion.

Task	Lead	Item	Due
1	Gary	buy food, beverage, secure permit	June 4
	Mark	poster campaign and social media	
	John	tent and barbeque and utensils	

2. Example: Neighbourhood Mural Project

Example: A budget of \$10,000 has been secured via grant. A call for artists and youth participants will go out late May/early June. Planning Team will discuss how to involve community members in the creative aspect of mural design.

Task	Lead	Item	Due
2	Gary	5 locations confirmed, Call to Artists and Youth out to website and email distribution list	June 3 tentative
	Sarah	To forward school Liaison officers email contacts	Asap
	Yvonne	Draft conditional letter for property owners	June 25

Roundtable Update:

- From each member, a brief description of their verbal update in bullet form

Next meeting: date/time/location

STEP 3.

Assess Your Neighbourhood's Needs

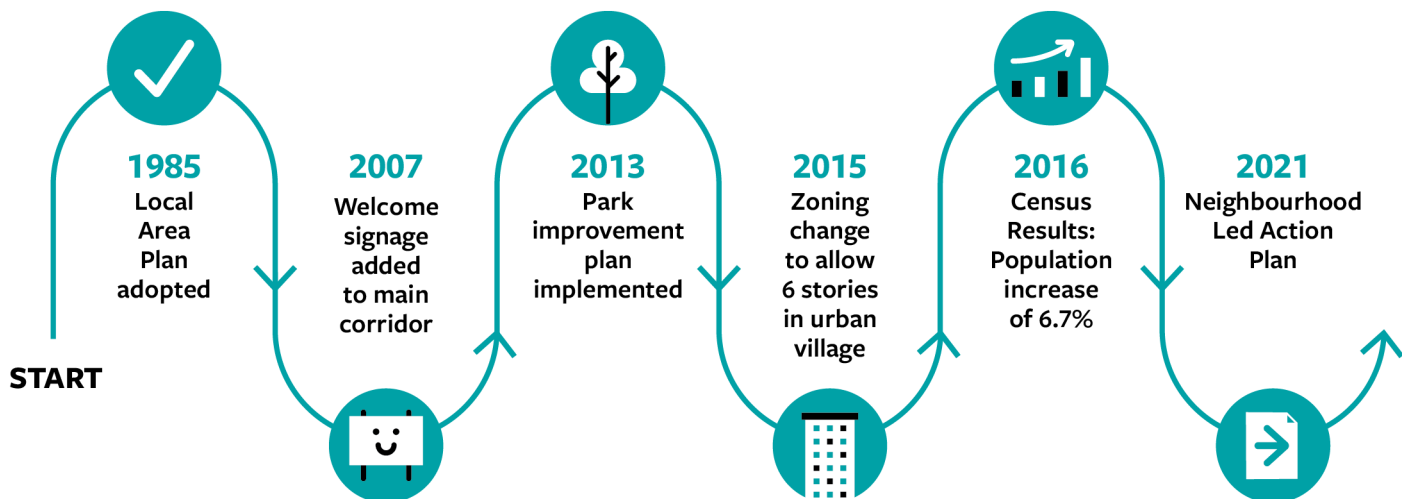
The next step is to assess your neighbourhood. What is the condition of your neighbourhood? What are the range of issues and needs? Who lives there and what is the neighbourhood character?

You will want to find out if there are any existing or future City plans to improve your neighbourhood. Perhaps your interests have already been identified in existing plans or there are opportunities to align and garner support for your neighbourhood priorities.

Similarly, you will want to investigate activities that other organizations have taken in your neighbourhood. Perhaps your community association has been working on issues of interest to your group or a neighbourhood study is sitting on a shelf somewhere that would benefit your action plan. All of this information will help inform your NLAP.

Create a timeline of community accomplishments. This could include items such as:

- local area improvements
- policy developments
- research reports
- community milestones
- past municipal planning initiatives



TIP

Your Neighbourhood Liaison has a list of all past successful Neighbourhood grants that have taken place in your area.

STEP 4.

Create a Vision Statement

Once your neighbourhood planning team has been formed and you have completed an assessment of your community's needs, you can begin the process of developing a vision statement.

The vision statement should be the foundation for the outcomes associated with your NLAP. It should act as the vehicle to translate the blueprints into practical action.

A great vision statement is built on the back of a strong, clear mission and should be comprised of two elements: a descriptive picture of the future that residents aspire to create in their community, and the long-term priorities for the neighbourhood.

To guide your neighbourhood led process, the vision statement should be shaped by a series of statements or one strong single statement that describes how the neighbourhood sees itself in the future.

Below are some examples of common priorities to consider when developing your neighbourhood planning team's vision statement:

- Resident engagement
- Social capacity and connectivity of the neighbourhood
- Physical surroundings
- Economic vitality
- Diversity
- Resilience
- Civic decision-making
- Safety and cleanliness

Example: Vision Statement

Our London is a City of neighbourhoods.

Our London neighbourhoods will be empowered, sustainable, safe and active communities. We will care for and celebrate each other while encouraging diversity and inclusiveness.

Our neighbourhoods will be environmentally and socially responsible and will have available green space, vibrant local economies and accessible amenities of daily life.

London Strengthening Neighbourhoods Strategy Resident Task Force
Credit: London Ontario, December 2009



Endorsement from the Neighbourhood

You will need endorsement from your local community of your vision statement(s) to ensure the success of your priorities. There are many effective ways to seek neighbourhood input and endorsement.

- Survey the participants in the neighbourhood
- Meet with community groups
- Hold a public meeting
- Publish information online and provide a contact person to receive the feedback
- Make copies available for public distribution and ask for feedback

Once you clarify your vision statement(s) and build support in the neighbourhood, you can develop your priorities.

STEP 5.

Map Your Community's Assets

A Community Asset Map will help you think strategically about the place in which you live and/or work and give you a clear picture of your neighbourhood's characteristics.

The map is not an end in itself! It should be completed with the intention of helping inform your planning team which actions are most important for improving the neighbourhood.

The process involves plotting community assets onto a map of your neighbourhood. It challenges you to recognize how other people see and experience the same community.

Creating a Community Asset Map will provide you clarity on three key things about your neighbourhood:

1. An inventory of all the positive things your community has to offer.
2. A ranking of the most valued features of your community.
3. The reasons people value the assets in your community.

Community asset mapping will aid your planning team by providing a block-by-block blueprint that uncovers both a wealth of relationships and connectivity in your neighbourhood, while at the same time revealing what may be missing.

Community Assets

There are three types of community assets to include on your map:

1. Networks, groups and associations are made up of informal and formal institutions in the community, and can include:
 - Private interest social groups
 - Recreation and sport clubs
 - Cultural groups
 - Faith-based groups
 - Neighbourhood associations
 - Block Watch groups
 - Co-operatives
2. Local institutions that reach into the community such as:
 - Not-for-profit agencies
 - Local businesses
 - Social service agencies
 - Hospitals, clinics
 - Schools, libraries
 - Churches
 - Art galleries
 - Grocery stores

STEP 6.

Engage Your Community

Engagement for your NLAP should be diverse and inclusive.

The goal should be to learn from the experiences of people in the neighbourhood. The collective aspirations of the community will become the framework for your action plan.

The breadth of engagement and methods of connecting with others will depend on how ambitious you want to be with your plan. While you want to capture the perspectives and values of the community, you need to consider the capacity of your group and keep focused on your goals.

Below is a range of community consultation methods you may wish to use. Your community asset mapping exercise may help inform which ones will work best for your planning team.

Once you have determined the most effective approach for gathering input, assign team members to engage with residents and other organizations.

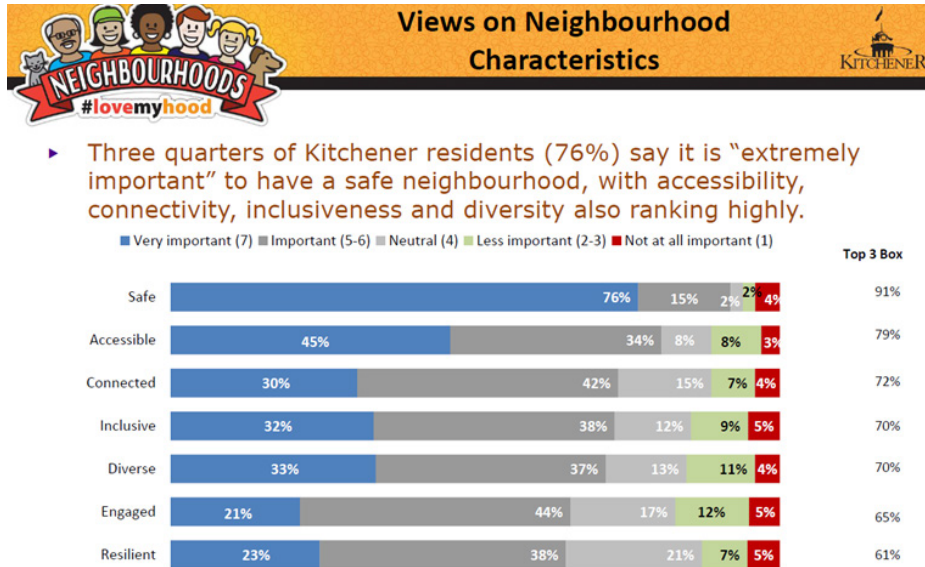
- 1. Survey** – Online and/or in person, a well-orchestrated survey should be the common denominator of your research. There are many tools that can be used to help guide you in developing your survey questions.
- 2. Focus groups** – Hosting an open discussion with a small group of people is a great way to generate rich discussion and creative ideas. Use a set of open-ended questions for the best results.
- 3. Host a Neighbourhood Walkshop** – A walkshop is an opportunity for both residents and City staff to come together to walk the neighbourhood and discuss both long term goals and quick fixes. Here is the link on the steps to take to host one: www.victoria.ca/assets/Community/Neighbourhoods/Neighbourhood%20Walkshop%20Guide%202019e.pdf
- 4. Door-to-door mailbox drop** – Good old-fashioned one-on-one, face-to-face conversation with the people on your street can help reach those who may be uncomfortable in group settings or not engaged online.
- 5. Facebook page** – Setting up an open Facebook page and inviting people to “Like” it is a very effective way to generate awareness and share ideas and information to gauge interest and support. Posting a Facebook event for a meeting will help track the number of people planning to attend your meet-up event. Your planning team will need to brainstorm a name for your Facebook page.

6. **Newsletters** – A monthly or quarterly newsletter, in hard copy or via an e-newsletter, can help spread the word and bring people to the table.
7. **Special events** – Celebrations, farmers markets, seasonal events, children’s gatherings, community clean-ups, craft fairs, community potlucks and annual general meetings all act as opportunities with captive audiences to gain feedback and create open dialogue about the neighbourhood.
8. **Schools and private interest groups** – These organizations often have space for posters and can connect you to broader networks in your neighbourhood.
9. **Neighbourhood champions** – Involve your community champions (well-known local members of the business community and other community leaders). We all know someone in our neighbourhood that gets things done. Reach out to these people and use them as a resource to connect with others, and to further your reach into the community.
10. **Block Watch** – Captains of these traditional neighbourhood watchdog groups can be resourced for a lot more than just crime and safety issues. Many Block Watch members get together for social functions as well and can act as great connectors for specific streets and blocks in your community.
11. **Telephone tree** – A phone call can help reach people who do not connect online.
12. **Newspaper article** – Placing an article or an ad in your neighbourhood newsletter is a good way to gain attention to your cause.
13. **Neighbourhood Summit** – Organizing a summit for the entire community to discuss and build consensus around the draft action plan will require a well-constructed agenda and a facilitator who can manage questions and answers, discussion and disagreements.
14. **Resilient Streets Workshops** – These workshops offer neighbourhoods a chance to come together to explore neighbourhood improvement ideas, large and small. There are often funding opportunities to make them happen. For more information, visit: resilientneighbourhoods.ca/streets

TIP

When community members feel that they are involved in the process early, they will be more likely to feel joint ownership of the results and be more willing to invest in achieving them.

Example of a neighbourhood survey results page:



These infographics were created from the engagement of residents of the City of Kitchener, Ontario.
Credit: City of Kitchener

STEP 7.

Develop Your Action Plan

How will your neighbourhood be improved in **FIVE** years' time? This is the step that puts the rubber to the road and the pedal to the metal.

Based on the community input you have collected from your engagement activities, and using the priorities set out in your vision statement, next you need to identify actions that will help strengthen the livability of your community.

Action timelines should be staggered (some short, some long) to keep momentum going. Accomplishing short-term goals will provide tangible results on a regular basis and make an immediate impact on the surrounding community.

Short-Term Goals

Quick wins are short-term priorities that can be addressed first and typically have a timeline of less than one year.

They represent the “low hanging fruit” of NLAPs and typically do not require a lot of resources. They are relatively simple projects that may already have some momentum and are straightforward to accomplish. Some examples may include:

- A neighbourhood clean-up of a vacant lot
- A re-occurring recycling event
- Installation of a bench or little library
- Starting a seasonal neighbourhood swap n' shop
- A beautification or graffiti removal project
- Creating a playable space for all ages (e.g. painting games on a hard surface)
- A crime-free multi-house meeting

TIP

Quick wins are still part of your neighbourhood priorities but should be manageable enough that they can be initiated relatively soon after the NLAP gains community approval.

Long-Term Goals

Long-term goals can take several years to achieve. The actions required to carry out long-term goals should be broken down into steps to provide a realistic timeframe.

This work requires identifying the project leads and the resources required to make each step a reality. Long-term goals may require substantial project budgets and may involve multiple community partners and funding.

Be sure to include as many different aspects of the project as you can when breaking down the required actions. Consider these questions when discussing a long-term project:

- Who do you need to connect with to make the project happen?
- How much funding (if any) is needed?
- What permission/approvals are necessary?
- Is your budget realistic and achievable within your timeframe?

Long-term projects may include:

- Increasing the tree canopy in your neighbourhood
- Instituting a Block Connector program
- Developing an inventory of the community use of schools and faith-based facilities
- Facilitating new residential street traffic calming
- Creating a gathering place or hub in the community

Your Action Plan

Your vision statement lays out the priorities of your neighbourhood. Now you need an action plan to make it all happen.

The table below identifies objectives, the actions to be taken, the lead and the resources required to accomplish each objective.

It is critical that each action is assigned to a project champion/lead, identifies all resources required and establishes a realistic timeline for completing it.

You should also consider any hurdles or unknowns that may hinder achieving your objectives.

You can create as many projects as you like, but if you are not confident that they can be achieved within your timeline, then you may need to look at modifying your project list.

Sample Logic Model for Action Plan

(See Appendix C for template)

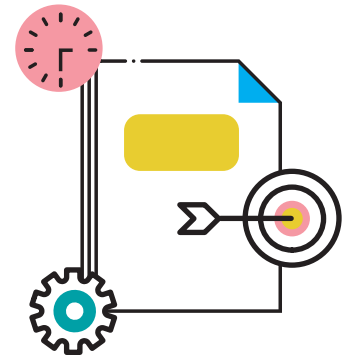
Objective	Action Steps	Time frame years 1-5	Responsibility/ Lead	Resources Required
Encourage more neighbourhood gatherings	Host annual Neighbour Day events	1	Neighbourhood/ Community Centre	Leadership Victoria tool kit
	Promote My Great Neighbourhood Activity grants	1	City of Victoria/Block Watch Captains	City of Victoria grant applications, lemonade stand, Block Watch newsletter
	Create more opportunities for small scale neighbour-to-neighbour interaction	2	Residents/ Community Centre	Neighbourhood Champions
	Host a Neighbourhood Skill Share Fair at the community centre	3	Community Centre/ Residents/Business owners	Community centre staff time, space, promotion
Reach out to isolated community members	Develop Snow Angel program for winter snow removal and check-ins	1	Residents	Volunteers, grant funding
	Block Connector program to find out who needs support	2	Residents, Building Resilient Streets	Neighbourhood Champions, Building Resilient Neighbourhood tool kit
Develop a neighbourhood resource centre	Research best practices on creating a neighbourhood hub	1	Residents, Community Centre	Volunteer neighbourhood champions, City staff
	Determine best location for implementation of neighbourhood hub	2	Residents, Community Centre	Faith-based group space, volunteers
	Promote benefits of neighbourhood hub	2	Residents, Block Watch, Community Centre	Community Centre, Block Watch, City
	Research funding for neighbourhood hub	1	Residents, local Not for Profits	Volunteers, City grants, Victoria Foundation grants

STEP 8.

Implement Your Action Plan

Implementing your NLAP will require many resources and volunteers, both from within and beyond your neighbourhood boundaries.

Champions will need to step forward to lead projects and coordinate efforts with other groups. Revisit your community asset map and consider these steps for building the resources necessary to accomplish your project objectives:



- Consider grants that may be available to help develop your action plan (e.g. The City's My Great Neighbourhood Grant).
- Cultivate a partnership with a key funding agent for major initiatives.
- Hire a firm or consultant to help coordinate larger projects.
- Offer honoraria for community groups to tackle certain projects.
- Access youth and senior groups for assistance with appropriate projects.
- Ensure sufficient media awareness for successful project reporting.

You should also consider these questions before implementing action plan steps:

- Which projects need to be completed before others can start?
- Which projects require relationships to be established first?
- Which projects will encourage residents and develop momentum within the community?

TIP

Check with your Neighbourhood Liaison to see if there are Local Champions alumni that would be interested in helping to implement your action items.

STEP 9.

Evaluate and Communicate Progress

Evaluating progress is an important step in determining how well your process is functioning and how you would like to move forward. This is a fundamental aspect of accountability to the community. There are two key questions to ask when evaluating success:

- Are the action items being completed as set out in the priorities?
- Are the actions benefitting residents as intended?

Whether it's a quick win or a long-term outcome that's been achieved, communicating your progress to the neighbourhood and funding partners is important. It keeps people engaged and enthusiastic and provides further momentum towards your future goals/objectives in the plan.

You may want to create a performance indicator matrix to help to evaluate criteria such as community engagement, community involvement, social capacity building and positive impacts on the neighbourhood.

As part of your evaluation process, you will want to review your NLAP on an ongoing basis to ensure you are still on track. Some questions you may want to ask your planning team include:

- Are there any new issues in the neighbourhood that have arisen that we need to address?
- What other new opportunities and/or resources are out there can we capitalize on and create momentum?
- How is the neighbourhood changing or naturally evolving, and how can we adapt the plan to remain relevant?
- Is our neighbourhood planning team still engaged and enthusiastic?
- What is the bottom line?

This following table on the variety of ways to report data will help guide your team. Remember to know your audience, for example, business owners vs. young families may want to hear your findings in very different formats.

Progress Reporting To The Public And Stakeholders

Format	Intent	Suggested Time Interval
Newsletters	Keep your residents up to date and develop a following	Monthly
Website	A mainstay to announce current information and to update with new findings regularly	Ongoing
Social media	To draw attention to new information effeciently and to spark interest and drive traffic to website	Ongoing
Community meetings	To sustain involvement from interested parties and engage in new dialogue	Monthly
Community markets and events	To build relationships with new and old residents, never underestimate face to face connection	Seasonally or at least 3 times per year
Posters	Raise awareness and increase visibilty of your activity	Ongoing in tandem with events
Reports	To relay specific information and findings	Annually
Surveys	To gage popular opinion and to create a baseline	Annually
News article or interview	To announce achievement, showcase an event or program and sustain relevance in the public eye	In tandem with events, at least a few times per year

Conclusion

Being flexible, creative and opportunistic are key to achieving success with your NLAP. Things will not always go as planned - projects may stall, champions and leads may change and deadlines will creep up all too quickly.

Do not lose sight of the fact that putting this plan together is a major accomplishment on its own.

By adjusting your actions and ensuring there are realistic paths for accomplishing your objectives, you will experience success.

Your neighbourhood will have benefited from your planning team members who care about their community and who have contributed to fulfilling all of the great ideas that have arisen from the process.

FOR MORE INFORMATION

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Electronic version (PDF format) available on the City of Victoria website at victoria.ca

RESOURCES

The following resources helped inform this guide:

- City of Kitchener Neighbourhood Strategy
- City of London Strengthening Neighbourhoods Strategy, 2009 Resident Task Force
- City of Hamilton Neighbourhood Action Strategy

Appendix A | Agenda Template

Agenda	
Group name	
Date	
Time	
Location	
Minutes taker	
Members present	
Regrets	
Approval of Minutes	
Approval of Agenda	
Items for discussion	
Roundtable	
Agenda Building	
Next Meeting	

Appendix B | Minutes Template

Neighbourhood Planning Team Meeting Minutes

Minutes:

Location:

Present:

Regrets:

Approval of Minutes:

Approval of Agenda:

Items:

Task 1

Task	Lead	Item	Due

Task 2

Task	Lead	Item	Due

Roundtable Update:

Next meeting: date/time/location

Appendix C | Logic Model for Action Plan Template

Objective	Action Steps	Time frame years 1-5	Responsibility/ Lead	Resources Required



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