



Neighbourhood Led Action Plan Guide

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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.

Wants and needs of the neighbourhood - starting points

- Long-term future of Royal Athletic Park and 940 Caledonia parking lot
- North Park is green space deficient, but still growing - where do we go from here?
- What else....?!

	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

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.



Temperature Check
will be held at the
**Vancouver Street
Plaza** in the coming
months.

Watch the
newsletter & social
media for details.

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.

If you would like to
be on the planning
team, email us at
npna@npna.ca

STEP 3.

Assess Your Neighbourhood's Needs

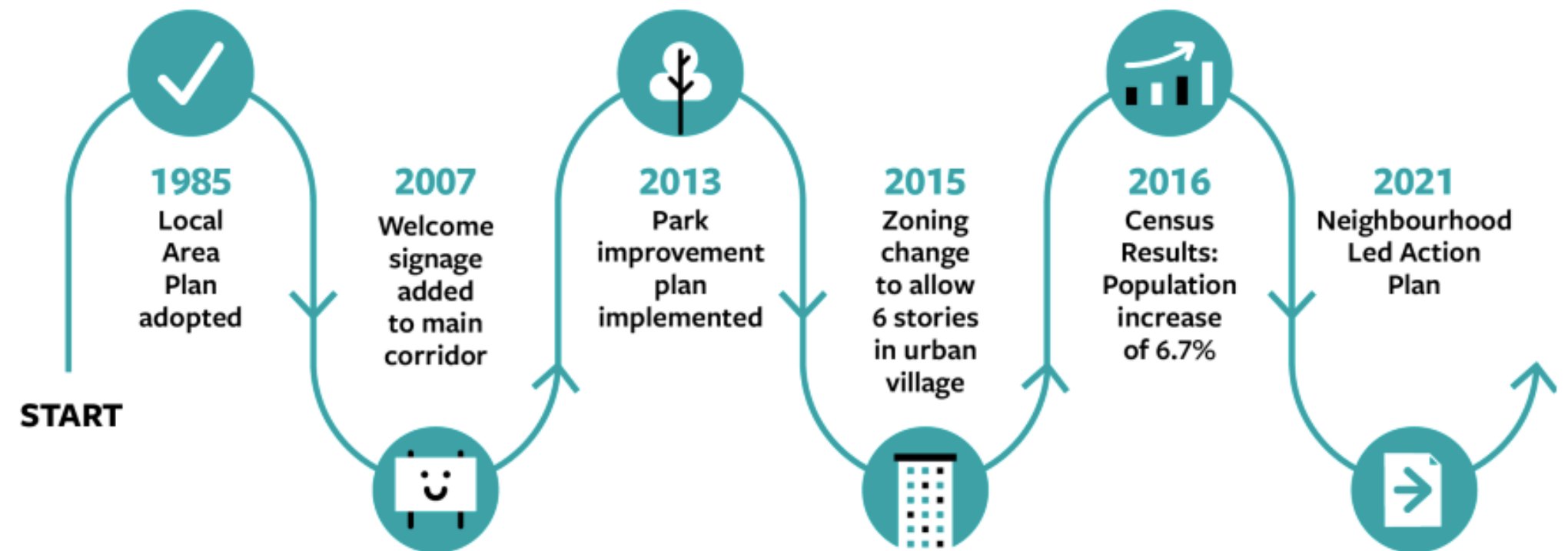
The next step is to assess your neighbourhood. What is the condition of your neighbourhood? What are the range of issues and needs? Who lives there and what is the neighbourhood character?

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



Some starting points, and work to build on:

- Local Area Plan (City of Victoria, 2021-22)
- Needs Assessment (ongoing, 2022)
- Community Values Survey (NPNA, 2020)
- Community Benefits Agreement (Queens, 2020)