

Compass Initiative – Immediate and Near-Term Work Plan

Context

With Council's endorsement of the Living Systems proposal, the project leadership group - Donna Hais, Dave Witty, Bill Sims, and Colin Stansfield - now has the responsibility to initiate Phase 1 of the Nanaimo Accord and Prioritized Project Portfolio.

This document outlines an immediate and near-term project plan across five domains: communications, coordination, design, strategic clarity, and contracting.

1. Communications – Launch the Engagement Process

Primary deliverable: Introductory email and supplementary materials

To-dos:

- Finalize and send an introductory email to potential institutional and civic partners:
 - Recap how we got here (Mayor's Table vision, Council endorsement, staff groundwork)
 - Introduce the Nanaimo Accord and Prioritized Project Portfolio as a shared effort
 - Invite recipients to a first co-creation design meeting Aug 25, 2025
 - Offer in-person presentations or follow-up conversations as needed
- Attach the following materials:
 - "Nanaimo Accord: Backgrounder for Potential Partners"
 - "Who is Nanaimo?" ecosystem mapping visual (optional)
 - "Toward a Nanaimo Accord: A Shared Vision for Action" for deeper context

Timing:

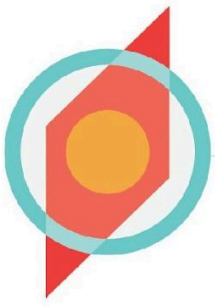
- Finalize materials during the week of June 24
- Distribute invitations the week of July 1 and begin RSVP tracking

2. Coordination – Stand Up the Process

Primary deliverables: August 25th and September 23rd session logistics and shared workspace

To-dos:

- Confirm dates and venues for two key sessions:
 - First co-creation workshop (focused on the Accord): August 25th
 - Follow-up review and refinement session: September 23rd
- Assign administrative coordination (RSVPs, calendar invites, follow-ups)
- Book accessible meeting locations (City facilities, VIU, Chamber, etc.)



3. Design – Prepare for the First Accord Design Workshop

Primary deliverables: Skeleton framework for the Accord and a facilitation plan

To-dos:

- Develop a working outline of the Nanaimo Accord, with placeholder sections for:
 - Purpose
 - Shared Values
 - Guiding Principles
 - Common Ambitions
 - Commitments and Endorsement
- Design a facilitation plan for the August workshop focused on surfacing meaningful content for these core sections
- Consider additional (optional) exercises to explore interdependencies and shared direction across organizations
- Begin framing how September's session will review and refine early Accord language

4. Strategic Clarity – Manage the Compass vs. Branding Distinction

Issue: Balancing the Accord as a community compass versus a branding slogan

Recommendation:

- Keep the distinction clear and functional
- The Accord is a compass - principles-based, adaptive, and co-owned
- A shared brand narrative ("Nanaimo is the ____ of the Island") will emerge later through the Portfolio and related investment work

5. Contracting – Initiate Phase Two Resourcing

Primary deliverable: Contracted support for facilitation and synthesis of the Prioritized Project Portfolio

To-dos:

- Finalize the RFP for a consulting partner by **mid-July**
- Issue RFP to selected candidates or publicly as required
- Responses due **mid-August**
- Select vendor by **end of August** for a project start in **mid- to late September**