

DATE OF MEETING JANUARY 23, 2023
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SUBJECT INTEGRATED ACTION PLAN – INTRODUCTION

OVERVIEW

Purpose of Report:

To provide the Governance and Priorities Committee with an introduction to a draft *Integrated Action Plan* – a document that supports the implementation of *City Plan: Nanaimo Reimagined*.

BACKGROUND

Implementation of *City Plan: Nanaimo Reimagined* (City Plan) will be supported by two key documents, an *Integrated Action Plan* (IAP) and a *Monitoring Strategy*. The draft IAP is designed to communicate a range of key actions the City of Nanaimo is already doing on an ongoing basis as well as actions to be prioritized as “Immediate” to be done in the next five years or “Future” beyond five years. The IAP is intended to be reviewed and updated regularly and aligned with capital plans and budgets to ensure that actions are coordinated and reflect Council priorities to achieve City Plan Goals.

DISCUSSION

Over the years, Council has endorsed or adopted numerous plans or made motions that identify a range of potential actions to support the community as it evolves. The process for developing a draft list of actions to implement *City Plan* involves a coordinated interdepartmental review and update of previously endorsed actions, as well as identifying potential new ones aligned with City Plan Goals.

Developing and maintaining the IAP reflects the City’s commitment to implementing the City Plan as effectively as possible. Following Council direction and confirmation of priorities, actions are intended to be taken using an integrated approach through interdepartmental communication and where appropriate, collaboration. The aim is to leverage opportunity, invest efficiently, and maximize community benefit through strong coordination and regular monitoring and evaluation of actions taken to achieve City Plan Goals.

Document Structure

The structure of the draft IAP will mirror that of the *City Plan*. A general overview of the sections and content is provided below, and a sample can be viewed in Attachment A.

Part A | Welcome: Brief overview of the structure and function of the IAP, relationship to *City Plan*, *Monitoring Strategy*, and other strategic documents, “how to navigate” overview, and the approach to managing and maintaining the integrated actions.

Part B | Foundations: Overview of the *City Plan* framework, and the Five City Plan Goals.

Part C | Actions: The actions will be structured around the Five City Plan Goals and further organized by the 35 City Plan policy topic areas, mirroring the *City Plan*. Each topic area will include the following content:

Introduction |

- Link to the City Plan section
- List of supporting documents that inform the actions
- Roles: 'What the City does' versus 'What others do'
- At a Glance: 'Areas of focus' – a summary of three key areas the City is looking to take action, why, and an overview of key actions.

Actions |

- Programming versus Project Actions: The actions have been organized based on two key categories: Programming Actions versus Project Actions. Program Actions are implementable actions that result in something being created, such as a priority list of projects, an initiative, a change in protocols, service or a document. Project actions are something built and are attached to a location and lead to a physical change in the city. They have a geographic location on a map. All actions will be listed in tables, in addition to all project actions visually represented on maps. All actions will also denote what City Plan policy(s) support the actions.
- Timeframes: All actions are organized into three timeframes:
 - Ongoing: Regular and Repeated Actions
 - Immediate: 0 – 5 years
 - Future: Beyond 5 years
- Connected City Plan Policies: To put change into motion, each action will be connected to one or more City Plan policies.

Most actions will support progress in multiple topic areas. For example, building a new accessible washroom in a park will support progress in the topic areas of Parkland Management, Access for All, and Community Safety & Wellbeing. Rather than including an action in multiple sections, the action will be included where *City Plan* policy best supports it. Cross-reference to its connecting sections will be included, so each action only appears once.

Amending the Integrated Action Plan

The IAP is intended to be a living document that can be amended on an ongoing basis to incorporate new actions identified and adjust / remove actions that have been achieved, outdated, or superseded. It is further anticipated that through each future City planning process, existing actions will be reviewed, and new actions will be added, removed, or refined to account for new knowledge and directions identified through Council direction and planning processes. |

CONCLUSION

|The IAP supports effective implementation of *City Plan* by identifying and communicating key actions the City currently undertakes and assigning immediate and future priorities to achieve City Plan Goals. Council will have an opportunity to review and provide direction on priority actions

during spring 2023, and then on an annual basis as aligned with the process of budgeting and business planning. The Monitoring process will be essential to evaluating the effectiveness of actions and the need to update priorities.

Next Steps

Staff will present to Council a complete draft of the IAP in the spring of 2023. |

SUMMARY POINTS

- The *Integrated Action Plan* will articulate concrete steps the City will take to make progress towards the Five City Goals outlined in *City Plan: Nanaimo ReImagined*.
- The *Integrated Action Plan* is intended to be a living document that can be amended on an ongoing basis to reflect new priorities, knowledge, and directions.
- A complete draft of the *Integrated Action Plan* will be brought to Council for consideration in the spring of 2023.

ATTACHMENTS

ATTACHMENT A: Draft Sample Section of the Integrated Action Plan |

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