

DATE OF MEETING March 24, 2025

AUTHORED BY TING PAN, MANAGER, SUSTAINABILITY

SUBJECT CITY PLAN MONITORING ENGAGEMENT

## **OVERVIEW**

### **Purpose of Report**

To propose a City Plan monitoring process to engage with Staff, stakeholders, partners and the public.

### **Recommendation**

That the Governance and Priorities Committee recommend that Council endorse in principle the proposed *City Plan* monitoring process as outlined in the Staff Report dated 2025-MAR-24.

## **BACKGROUND**

On 2024-APR-29, Staff provided the Governance and Priorities Committee (GPC) a draft Monitoring Strategy to support the implementation of *City Plan: Nanaimo ReImagined*. One of the proposed next steps was to follow up with a report to the GPC with recommendations for monitoring progress and engagement.

## **DISCUSSION**

The monitoring process is about how we plan to share the data and develop insights within the organization and with our community through meaningful engagement, and how the monitoring findings and engagement results will inform decisions.

### **Objectives**

Staff developed the monitoring process with the following objectives in mind:

- Strengthen integration and collaboration – Monitoring results should be viewed and understood both in the context of their relevant goal areas and together as a whole. This will continue to enforce the strength of integration of the *City Plan*, *Integrated Action Plan* (IAP), and *Monitoring Strategy* and foster collaboration across the organization and between the City of Nanaimo and its partners.
- Be flexible and practical – Monitoring is a discovery process. The process should allow for nimble actions when insights could be applied and also for course correction through regular, systematic reviews.

- Create shared space for diverse voices and perspectives – The process should provide opportunities for deep reflection from various perspectives, through brainstorming, dialogues, and discussions, to create shared understanding based on monitoring results.
- Efficient use of resources – The monitoring process should be well integrated into the City's operation and respect the capacity of Staff, community members, and partner organizations. Establish a predictable rhythm and sequence monitoring activities, and IAP updates in consideration of existing processes and planning cycles to help all those involved, plan and prepare accordingly.

Based on the above considerations, Staff propose the following engagement approach:

### **Internal Engagement**

Create a Data Management and Interpretation Working Group composed of five to seven staff members that represent the areas of all Five City Goals, plus a staff representative from Information Technology and the GIS Department. The internal working group will meet regularly to improve data management practices and analytical capacity to support decisions.

The Working Group members will have the responsibility of liaising with other staff members, partner organizations, and community members on monitoring indicators and data. They could also invite other staff members or subject matter experts to participate in insight development and problem solving as needed.

### **External Engagement**

1. Ongoing topical engagement  
Staff will identify appropriate opportunities and engage community members, groups, and partner organizations to share relevant monitoring indicators, tools, and data. The *City Plan* Monitoring website is being updated regularly and offers information and tools for interested citizens and organizations to learn and engage in monitoring on an ongoing basis.
2. Annual check-in with key stakeholders and partners  
Once a year in Q4, an annual event will be organized to check-in with key stakeholders and partners after IAP progress review and monitoring data updates have been completed. Staff will identify key stakeholders and partners to ensure they are representatives of our community's interests and include diverse perspectives (e.g., representatives from System Planning Organization, Nanaimo Prosperity Corporation, Advisory Committee on Accessibility and Inclusiveness, Public Safety Committee, Nanaimo-Ladysmith Public Schools, Snuneymuxw First Nation, Vancouver Island University, Tourism Nanaimo, Vancouver Island Health Authority, environmental and social organizations, and Neighbourhood Associations).

The purpose of the annual check-in is two folds: 1) to collectively learn from data and reviewing IAP for gaps and improvements and 2) to evaluate proposed adjustments and prioritize them. The result of the annual check-in and staff recommendation will then be brought to a GPC in time to be considered during the financial planning process in Q1 of the following year.

3. Broad public engagement every four years

A broad public engagement will be organized every four years in tandem with a full IAP review and a comprehensive monitoring report, and align with Council's strategic planning cycle, starting 2027. See Attachment A for a draft schedule. |

## **OPTIONS**

1. That the Governance and Priorities Committee recommend that Council endorse in principle the proposed *City Plan* monitoring process as outlined in the Staff Report dated 2025-MAR-24.

- The advantages of this option: The proposed approach meets the stated objectives and can be immediately integrated into the City's operation with the first annual check-in being held later in 2025, with no additional resource required.
- The disadvantages of this option: *City Plan* monitoring indicator development and data collection is an ongoing effort and has not been completed. The scope of the monitoring review and engagement in 2025 would be limited to the indicators and data available in Q4 2025.
- Financial Implications: Anticipated cost for public engagement every 4 years has been included in the 2025-2029 Financial Plan. There are currently no other financial implications.

2. That the Governance and Priorities Committee recommend that Council provide alternate direction. |

### **SUMMARY POINTS**

- Staff is proposing a *City Plan* monitoring process to engage with stakeholders, partners, and the public. The intention is to outline how we plan to share the data and develop insights within the organization and with our community through meaningful engagement, and how the monitoring findings and engagement results will inform decisions.
- The monitoring process includes establishing an internal Data Management and Interpretation Workshop Group and carrying out ongoing topical engagement with the community, annual check-in events with key stakeholders and partners, and a broad public engagement every four years.

## **ATTACHMENTS:**

ATTACHMENT A: City Plan Implementation Draft Schedule |

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### **Concurrence by:**

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