

Neighbourhood Action Plan Template, Instructions and Examples

The following template, along with brief instructions, outlines the sections that can be included in the final Neighbourhood Action Plan. Links to Neighbourhood Action Plans in other Ontario municipalities are provided as examples.

[Insert Name of Neighbourhood] Neighbourhood Action Plan

The Neighbourhood Action Team and Support

Provide a short description of the members of the Neighbourhood Action Team, including residents, neighbourhood associations, community partners, business owners and others. Take note of who facilitated and supported the process.

For example:

We, the *[insert name of neighbourhood]* Neighbourhood Action Team, developed this plan in 2017-2018. We were supported by City staff and the hard work and dedication of several members of our team (*[insert name of neighbourhood]* Neighbourhood Action Plan, 2018). Members of the team included...

How the Neighbourhood was Engaged

Describe how the Neighbourhood Action Team reached out and engaged people in the neighbourhood. Include as many numbers as you can. Describe how the Neighbourhood Action Team engaged diverse people in the neighbourhood.

Story of the Neighbourhood

Write about the neighbourhood. Think about the neighbourhood's history, characteristics, events and other fun facts. Where a neighbourhood association exists, you may want to think about their history too. Include some statistics (e.g., City neighbourhood profiles) and stories from the people who live in the neighbourhood.

The Neighbourhood Action Plan Process

Provide a clear description of the process with the timelines you followed to create your plan. Include how the group got started, how the plan was created (the steps), who participated on the Neighbourhood Action Team, who was consulted and how the plan was finalized for implementation. Include a summary of the team leadership and other practical details around meetings and decision-making.

Vision Statement

Write the vision statement that captures the neighbours' dream of what their neighbourhood will be in the future.

Asset Map

Insert the asset map that includes physical, institutional, social and individual assets of the neighbourhood along with the neighbourhood boundaries.

Goals, Objectives and Actions

Write down your goals, objectives and actions that will help you achieve your neighbourhood vision. Clearly describe how your actions will contribute to stronger neighbourhoods that are more safe, accessible, connected, inclusive, diverse and engaged.

Implementation Plan

Clearly identify each action, who is responsible, how long the action will take to accomplish, and when the action will begin.

Measure Progress

Describe the process put in place to track and monitor each action in the plan. This might include clarifying the responsibilities of the Neighbourhood Action Team moving forward, identifying the Neighbourhood Action Plan as a regular agenda item at meetings, or assigning one person to keep track of all of the actions for reporting purposes. Develop a monitoring template to track each action's progress from the beginning through to completion.

Acknowledgements

Make sure to acknowledge all the people and organizations who contributed to the creation and implementation of the Neighbourhood Action Plan and the specific actions.

The Neighbourhood Action Plan template was adapted in part from the Hamilton Neighbourhood Action Planning Toolkit, Tool A – Neighbourhood Action Plan (NAP) Template. View Hamilton's Toolkit at bit.ly/2hRLt6H.

Examples of Neighbourhood Action Plans in Other Ontario Municipalities

- Beasley Neighbourhood Plan, City of Hamilton: bit.ly/2jxnGOZ.
- Crown Point Neighbourhood Action Plan, City of Hamilton: <http://bit.ly/1O9dlz6>.
- Argyle Neighbourhood Action Plan, City of London: <http://bit.ly/2AzWrYU>.