

5. IMPLEMENTATION GUIDE

This implementation guide provides recommendations for successful implementation of the Priorities, Recommendations and Strategies described in Chapter 4. The key elements include:

1. Appointing a dedicated City staffer to oversee the plan's implementation.
2. Holding an Implementation Workshop.
3. Developing a detailed Implementation Plan using the decisions from the workshop.
4. Forming a task force of partners to spearhead various components of the plan.
5. Monitoring progress periodically and adjusting course as appropriate.

STEP 1:

APPOINT A CITY STAFFER TO OVERSEE IMPLEMENTATION

Appoint a City staff member to oversee implementation of the plan and coordinate associated logistics. This person should be empowered and equipped to develop relationships with key stakeholders and partners, convene gatherings, design and execute logistics associated with implementing the plan, and advocate for it in the community and to City and civic leaders.

STEP 2:

HOLD AN IMPLEMENTATION WORKSHOP

Convene an Implementation Workshop in which participants would include the City and key partners and stakeholders as soon as possible upon adoption of the plan (ideally Summer 2016). Through this workshop, participants would determine:

- What task owners, partners and resources (financial and otherwise) are required to accomplish each strategy in Chapter 4.
- Which strategies are:
 - Low-hanging fruit (i.e. can be done quickly and/or with low investment)
 - Highest priority or urgent (i.e. they must be achieved early in order to set the stage for achieving other strategies)

Recommendations and strategies fitting these criteria should be phased early in the 10-year implementation plan to provide a strong foundation for success.

STEP 3:

DEVELOP A DETAILED IMPLEMENTATION PLAN

Develop a detailed Implementation Plan, likely written by the City but involving input and feedback from workshop participants, resulting from the workshop. The Plan should indicate phasing of strategies, partners needed, and budget range estimates.

STEP 4:

FORM A TASK FORCE TO SPEARHEAD IMPLEMENTATION

Form a task force made up of City staff (including the designated overseer of the plan's implementation as well as other key staff across departments) and key community stakeholders across sectors—corporate, philanthropic, education, social service, arts and cultural—to spearhead implementation of the plan and oversee monitoring and evaluation. Participants could include selected participants from the implementation workshop and a member of the Arts Commission.

STEP 5:

MONITOR PROGRESS AND ADJUST COURSE

Establish a timeline and method to periodically monitor progress against the plan and to adjust course as needed. Monitoring could be spearheaded by the City (in terms of coordinating logistics) but should involve collaborative participation of the task force. The task force should meet at regular intervals, such as quarterly.

Following the above guide will help set the stage for successful implementation of the plan over the duration of its 10-year life span.