

★ RESIDENTS' GUIDE ★

MY GREAT
Neighbourhood
WALKSHOP



victoria.ca/neighbourhoods



What is a Neighbourhood Walkshop?

Neighbourhood Walkshops bring residents and City staff together for a citizen-led walking conversation about their neighbourhood. The goal is to create an opportunity to connect and share information regarding the many facets of what constitutes a healthy neighbourhood and to enable residents to share their ideas about potential improvements.

A Neighbourhood Walkshop can help increase the social capacity of a neighbourhood. It's all about discussing challenges and opportunities through an honest, open dialogue with the goal of improving the quality of life for residents.

What are the benefits of hosting a Neighbourhood Walkshop?

There are many benefits including:

- Getting updates about City operations and infrastructure in their neighbourhood
- Opportunities for residents to share their perspective on challenging local issues
- Clarification of when and how residents can play an active role in improvements to their neighbourhood
- A stronger sense of the variables City staff take into consideration when looking after infrastructure
- Positive connections can be made between City staff and residents who want to improve their neighbourhood
- Identification of potential spaces within a neighbourhood that could be a good fit for residents to improve through the My Great Neighbourhood Grant Program or Micro Grants from community gardens or community commons

What should I know if I'm interested in hosting a Neighbourhood Walkshop?

- A neighbourhood volunteer or group of volunteers lead the process
- The route for the Neighbourhood Walkshop is determined by the residents who live in the neighbourhood
- Your City of Victoria Neighbourhood Liaison is your first point of contact with the City
- He/she will be responsible for confirming City staff from different departments with technical expertise that match your specific interests



10 Steps to Success:

Here are the 10 steps to take if you are interested in hosting a Neighbourhood Walkshop:



Pre Walkshop

1 Initiate the Idea and Appoint a Group Leader

The first step for a resident or group of residents is to appoint a group leader. This group leader would then invite fellow community members to join the planning process. Check with your local Neighbourhood Association, as they may be able to help organize the Neighbourhood Walkshop and notify other residents who may be interested.

2 Connect with the City of Victoria

The next step is to have the group leader contact your City Neighbourhood Liaison to identify a potential date and time that works for both City staff and residents. Please email neighbourhoods@victoria.ca to connect with the Liaison in your neighbourhood.

3 Identify Locations of Interest

Next, work to identify potential stops for your Neighbourhood Walkshop. This step of the planning process could take place at a community event where a wide range of residents are available to provide their input. You could also involve your Neighbourhood Association in this process. Topics may relate to subjects such as history, traffic safety, infrastructure, public realm or regulations.

4 Design the Route and Set a Time

Place locations of interest on a map and develop a route that can be comfortably walked over 1–2 hours. Neighbourhood Walkshops should be completed within two hours and begin where they end. Try to create a circle route throughout the neighbourhood and locate places to have conversations that will safely accommodate all participants.

Early weekday evenings are ideal, but weekends can be effective if staff are available. Good time management will allow a number of stops to be made and items to be discussed at each location.

5 Confirm the Neighbourhood Walkshop

The group leader should ensure a minimum of 15 residents are signed up for the Neighbourhood Walkshop. The group leader should share these details with the Neighbourhood Liaison so they can confirm the topics of interest and ensure that staff from the proper departments are represented.

During the Neighbourhood Walkshop

6 Meet at a Central Location

Meet at a gathering place familiar to everyone. It may be helpful for the group leader to hand out copies of the route map. This is also a great opportunity for everyone to introduce themselves and agree on any ground rules for the walk. All participants should understand that the Neighbourhood Walkshop is an opportunity for constructive dialogue and respectful conversation.

7 Monitor Questions and Answers

The Group Leader should allow 5–10 minutes for questions and answers at each location to ensure that there is time to cover the planned route. Keep the conversation focused on each location. Balance your time along all stops on the route.

8 Record Notes

Have a designated community member take notes. City staff will take notes as well. Be sure to note action items, who will be responsible (this could be an individual, group, Neighbourhood Associations or City staff) and timelines.

Post Neighbourhood Walkshop

9 Summarize

After the event, the group leader will be responsible for compiling the notes into a summary. The group leader and Neighbourhood Liaison will work together to provide a final summary of the action items, responsibilities and timelines.

10 Take Action

In addition to individuals, groups, Neighbourhood Associations or City staff taking action, some projects might require the creation of a Neighbourhood Working Group. These types of informal resident groups may continue to solicit expertise from City staff.

There may be some projects that come forward that would be a good fit for My Great Neighbourhood Grants. You can learn more about these grants here: victoria.ca/neighbourhoodgrants.