

LOCAL ACTION PLAN GUIDELINES



As a territory, we have shared values, a shared vision ([vision statement](#)) and a shared strategy pillars ([territorial strategy](#)).

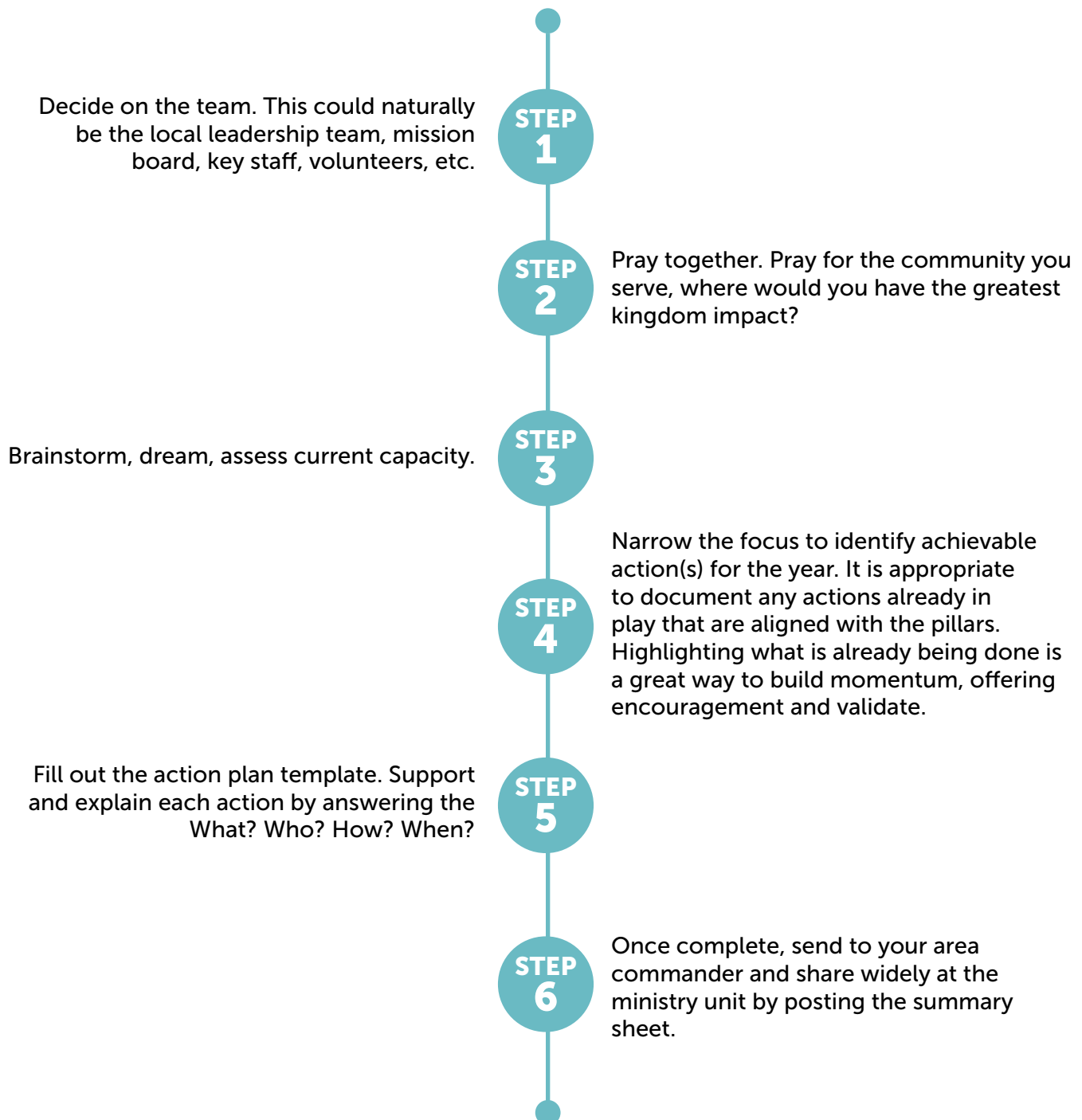
However, how this plays out will look different for each local unit. Each local expression has the freedom to be innovative as they respond to the needs of their community. The local unit is not asked to develop a strategic plan, but rather to develop a local commitment reflective of the territorial vision as well as a Local Action Plan that is aligned with the territorial strategic pillars, designed to bring your local commitment to life.

These guidelines are provided as a tool to assist in developing the **Local Action Plan**.

Helpful notes:

- ▶ The action plan is a living document. It should be clear, concise and readily available to all ministry unit personnel. As a living document, it is assessed and if needed, altered regularly.
- ▶ The Local Action Plan is completed annually (summer/fall) and therefore actions should be attainable. The plan is intended to inform the local budget, the divisional plan and divisional budget.
- ▶ When determining the action steps, it is important to carefully consider both the priority and the capacity at the local level. For example, it could be that one ministry unit has one action for the year while another has five. It could be that one ministry unit focuses on one pillar while another ministry unit engages with all four.

A step-by-step guide:



*All Ministry Units under the social service accreditation process will follow related governance standards when developing a local action plan.

