
Electoral Area H Official Community Plan Review

Engagement Plan

October 30, 2015



1. Introduction & Background

The Regional District of Nanaimo (RDN) is planning a review of the Electoral Area H Official Community Plan (OCP). Electoral Area H includes the communities of Dunsmuir, Qualicum Bay, Horne Lake, Spider Lake, Bowser, Deep Bay, and the rural areas in between. The Qualicum First Nation community is bordered on all sides by Electoral Area H.

An Official Community Plan (OCP) describes a long-term vision for the future and a course of action to achieve it. The course of action is described in objectives and policies to guide land use, servicing, and physical, social and economic changes in the community over the long term. This Engagement Plan is companion to the Terms of Reference, a separate document that outlines the overall project.

The current Electoral Area H OCP was adopted in 2004, and in 2010 the Bowser Village Plan was adopted as part of this OCP. These two plans were created through extensive public engagement, with many community members volunteering their time to provide input and to help achieve a unified community vision.

Public engagement in this process is critical to ensure the plan best reflects the community needs and aspirations, and the RDN recognizes First Nations engagement as an essential component of an OCP review.

Commitment to the Community

The RDN is committed to on-going and meaningful public consultation. We recognize that not only do the people who live with the impacts of any of our plans, policies, programs or projects expect to share in the decision-making process but that better decisions are made through a shared approach¹.

Goal & Principles

The goal of the project is: *To revise identified topic areas of the Area H Official Community Plan so it continues to be a relevant and effective plan able to achieve the community vision.*

Effective public engagement is one of the key ingredients to achieving the project goal. The project Terms of Reference establishes the public consultation principles that will be followed during this Area H OCP Review project:

Inclusiveness – engage the widest possible audience through multiple consultation opportunities

Timeliness – offer early and ongoing opportunities for participation well before decisions are made

Transparency – records of all consultation activities will be made available to the public

Balance – provide opportunities for diverse perspectives and opinions to be raised and considered

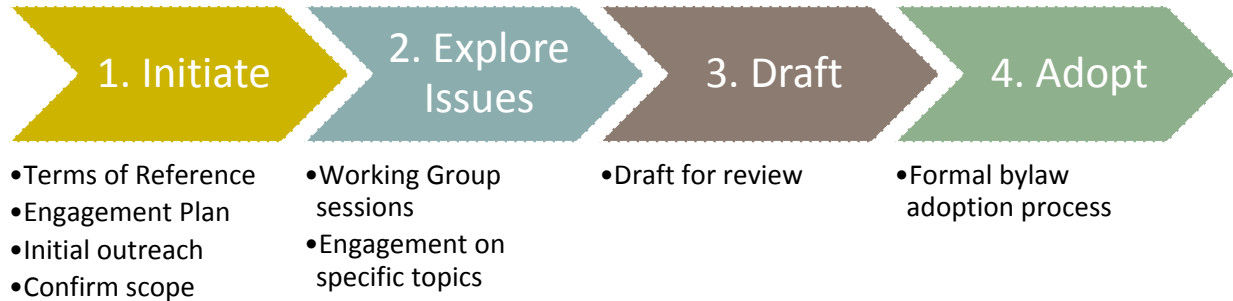
Flexibility – adapt as required to meet the needs of participants

Traceability – demonstrate the impact of participation input on decision-making

¹ Regional District of Nanaimo, 2008. *A Coordinated Public Consultation/Community Framework*.

Project Process

The project is divided into four main phases, with the majority of engagement occurring in Phases 2 and 3. There will be a variety of options for the public to learn about the project, provide input, and respond to the draft Plan.



2. Approach, Methods and Tools

A variety of methods and tools will be used to communicate and engage during the Official Community Plan Review. These methods and tools are divided into five approaches:

Information – The RDN will share information about the project throughout the process. Regular updates will be shared through RDN social media accounts and print materials such as the RDN Perspectives quarterly publication, and local flyers. The project website will be updated regularly and will act as the main source of information for the project. Community members will be encouraged to sign up for email alerts on the RDN website.

Online Consultation – The RDN will solicit comments and feedback online through the project website using tools such as online surveys and feedback forms.

Live Events – Open houses and public meetings will be held at various key points in the project.

Outreach – The RDN will proactively educate and solicit feedback from the community by establishing a community planning office in Area H, and engaging with existing local groups, residents and landowners.

Community Working Group – The purpose of the Community Working Group is to confirm and prioritize local issues, act as information sources for both the community as a whole and staff. The intent is that any number of interested volunteers including residents, landowners, and stakeholders, will work toward consensus on the issues that face the plan area. The individuals who attend the Community Working Group Sessions will participate through a series of public meetings to refine and confirm the direction of the development strategy, provide/present information at the General Public Events and provide feedback on the draft Official Community Plan for the area.

3. Outcomes & Products

One of the principles of this public engagement is transparency, and in order to achieve this, all information gathered from the public during the process will be posted to the project web page. An exception to this may be engagement with First Nations, where confidential or sensitive information may not be posted publicly.

Presenting vast amounts of public input can be challenging, and not everyone will be interested in reading it all. The project web page will be designed so that someone having a quick look will not be bogged down by volumes of additional information, but that this information can still be found easily.

4. Communication and Consultation Schedule

Phase 1: Initiate

The objectives of Phase 1 are to:

- Introduce the project
- Initiate dialogue with First Nations and the public
- Finalize the topic areas to be addressed in this OCP review

Table 1: Consultation Methods for Phase 1

Method	Details	Timing
Information	• Define style for project communication materials	December, 2015
	• Launch new project web page	December, 2015
	• Announce project on Facebook and Twitter	December, 2015
	• Ad or article in Eyes on BC	January, 2016
	• Direct mail to all property owners and residents	January, 2016
Online Consultation	• Consider setting up blog or Facebook page for the project	January, 2016
Live Events	• General Community Meeting #1 – Discuss proposed consultation method, scope of review, logistics (when and where of future meetings), invitation to attend Working Group sessions	January, 2016
Outreach	• Contact First Nations to invite participation in project	December, 2015
	• Request meetings with Qualicum and K’omoks	December, 2015
	• Notification to all referral agencies/groups	January, 2016
	• Information to other RDN departments	Dec-Jan, 2016
	• Set up Community Planning Office in Area H	February, 2016
Community Working Group	• N/A	

Phase 2 – Explore Issues

The objectives of Phase 2 are to:

- Collaborate with groups and individuals in the community to identify policy direction for all topic areas
- Engage with First Nations

Table 2: Consultation Methods for Phase 2

Method	Details	Timing
Information	• Develop background information on all topic areas	February – June, 2016
	• Update web page with background info and upcoming meeting dates	Ongoing
	• Develop display boards for Community Planning Office	February, 2016
	• Direct mail to property owners and residents with schedule of working group sessions and community meetings	February, 2016
	• Ads / articles in Eyes on BC	February – June, 2016
	• Facebook and Twitter updates	February – June, 2016
Online Consultation	• Consider online survey depending on topics and feedback sought	February – June, 2016
	• If a blog or Facebook page for the project was set up in Phase 1, maintain and initiate dialogue	February – June, 2016
Live Events	• General Community Meeting #2 – present policy direction defined in working group sessions for community review and input	June, 2016
	• Bowser Sewer Study Open House #1 – led by Wastewater Services. Opportunity to advertise OCP Review, coordinate messaging, explain difference between the two initiatives	Jan/Feb, 2016
	• Bowser Sewer Study Open House #2 – led by Wastewater Services. Coordinate with messages and topics of OCP Review. Create space for the planning discussion related to the sewer study.	April/May, 2016
Outreach	• Staff Community Planning Office in Area H	February – June, 2016
	• Meetings with First Nations as needed	February – June, 2016
	• Meet with community organizations and representatives of large properties	February – June, 2016
	• Second Sunday Market Qualicum Bay	Select dates TBD
	• Deep Bay Harbour Festival (confirm running in 2016)	Date TBA
	• Lighthouse Country trade show – set up booth, talk about project, some kind of info-gathering	April, 2016 (based on 2015 date)
	• Bike to Work Week promotion – tie in the “transportation” topic. Consider getting people to map	May 30 – June 5, 2016

	their bike trips that week, lead into working group session.	
	• Involve Bowser Elementary school class or classes	February – May, 2016
	• Liaise with other RDN departments	February – June, 2016
Community Working Group	• Working Group Sessions #1 - #6 – workshop-style discussion on identified topic areas to define the issues and way forward.	February – July, 2016

Phase 3 – Draft Plan

The objectives for Phase 3 are:

- To receive feedback on the draft Plan from the community, agencies and First Nations

Table 3: Consultation Methods for Phase 3

Method	Details	Timing
Information	• Update web page with background info and upcoming meeting dates	September, 2016
	• Update displays in Community Planning Office	September, 2016
	• Direct mail to property owners and residents regarding draft Plan	September, 2016
	• Hard copy of draft OCP in Bowser Library	September, 2016
Online Consultation	• Maintain blog or Facebook page, if using	Sept. – Nov., 2016
Live Events	• General Community Meeting #3 – present draft OCP and describe the engagement undertaken to get there. Solicit community feedback.	November, 2016
Outreach	• Lighthouse Country Fall Fair	Aug/Sept 2016 TBA
	• Meet with First Nations to review draft OCP	Sept. – Nov., 2016
	• Meet with community organizations and representatives of large properties to review draft OCP	Sept. – Nov., 2016
	• Referral of draft to other RDN departments	Sept. – Nov., 2016
	• Consider early referral of draft to agencies	Sept. – Nov., 2016
Community Working Group	• Working Group Sessions #7 - #8 to review the draft OCP	October - November, 2016

Phase 4 – Adopt

The objectives of Phase 4 are:

- To ensure the public is informed about the statutory process for bylaw adoption
- To ensure the public is aware of their final opportunities for input

Table 4: Consultation Methods for Phase 4

Method	Details	Timing
Information	• Update web page with bylaw process info and public hearing date	Jan - April, 2017
	• Formal Public Hearing Notice	March, 2017
	• Put hard copy of proposed OCP in Bowser Library	March, 2017
Online Consultation	• N/A	
Live Events	• Public Hearing	April, 2017
Outreach	• Respond to First Nations and referral agencies on how their comments were addressed in the OCP	January, 2017
Community Working Group	• Thank you event for community working group	May, 2017

5. Budget

There is a \$10,000 budget for public consultation costs, including all materials, mailing, newsletters, web resources, and room rentals for 2016. A detailed budget is being developed separately.

6. Monitoring & Evaluation

The RDN recognizes that engaging the public can be challenging, and is committed to developing new and innovative approaches to keep the community involved and informed as well as getting their feedback. Evaluating the public engagement for this project will be done throughout by using feedback forms, surveys, and polls to gauge to what extent the public’s expectations are being met, in order to adapt the consultation methods during the project, and as a learning tool for future projects.

Appendix A: First Nations with interest in Electoral Area H

Based on the information available and experience with past planning projects, Qualicum and K’omoks First Nations have the greatest interest in this project. The We Wai Kai and We Wai Kum First Nations, represented by the Laich-Kwil-Tach Treaty Society, identify most of Area H in their Statement of Intent Map for treaty, and although they have not indicated a strong interest in participating in Electoral Area H planning projects in the past, it will be important to determine their level of interest in this project.

There are an additional 5 First Nations who may have identified aboriginal interests in the area, based on the Consultative Areas Database maintained by the Province. For these First Nations, the information we have available indicates their primary areas of interest do not include Electoral Area H, but they have indicated some level of interest in this area.

First Nations with interest in RDN Electoral Area H

First Nation	Comments	Treaty Process?
Qualicum	The Qualicum First Nation is the closest First Nation community to the Plan Area, having their reserve lands at the mouth of the Qualicum River and surrounded by Electoral Area H.	No
K’omoks	The K’omoks First Nation lands are located to the North of Electoral Area H, but this First Nation is in stage 5 of the treaty process, and their Agreement in Principle identifies their “Area”, which includes all of Electoral Area H. All specific “lands” in the Agreement in Principle are outside of the RDN and Electoral Area H. K’omoks may have a strong interest in this OCP as well.	Stage 5
We Wai Kai / We Wai Kum	The Laich-Kwil-Tach Treaty Society represents the We Wai Kai, We Wai Kum, and Kwiakah Nations, in the Campbell River/Quadra Island area. Their Statement of Intent Map includes most if not all of Electoral Area H. They are in Stage 4 of the treaty process.	Stage 4
Sna’Naw’As Nation	Nanoose area - Statement of intent area includes lands south and north of Electoral Area H.	Stage 4
Homalco First Nation (Xwemalhkwu)	Campbell River area	Stage 4
Tseshaht First Nation	Barkley Sound area, Nuu-chah-nulth	No
Hupacaseth First Nation	Alberni valley - Area of interest adjacent to the west of Electoral Area H.	Stage 4
Sliammon First Nation	Powell River area - Agreement in Principle area includes marine areas near Electoral Area H, and Vancouver Island to the north.	Stage 5