

Attachment 4
Draft Engagement Plan

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Draft Engagement Plan

Project Name: Electoral Area G Official Community Plan Amendment Bylaw No. 1540.

Date Engagement Plan Drafted: June 13, 2022

Date Engagement Plan Approved: *Pending*

Engagement Objectives

- To provide information to First Nations, provincial agencies and affected local governments.
- To make information readily available to interested public and stakeholders.
- To respond to input from public, stakeholders, First Nations, and affected local governments.

Decision

The proposed amendment will incorporate the recommendations of the French Creek Active Transportation Plan (ATP) into the "Regional District of Nanaimo Electoral Area G Official Community Plan Bylaw No. 1540, 2008" (OCP). The proposed OCP amendment will reference the standards and network established in the ATP to provide direction to the RDN in construction of active transportation facilities or desired community amenities with development.

Key Topics for Engagement

1. Provide information about the proposed changes to the OCP.
2. Identify any concerns with the proposed OCP changes and provide alternative approaches.

Relevant Background

On March 23, 2021, the RDN Board approved a Terms of Reference for an OCP amendment to incorporate active transportation planning. The RDN engaged ISL Engineering and Land Services to conduct a review of existing active transportation conditions in French Creek, engage the community on the conditions, and propose recommendations for an amendment. The ATP was prepared through two phases of community engagement to establish an active transportation network. The first phase established how residents travel within French Creek and barriers to travelling actively. The second phase of engagement confirmed the draft network and route options established through the first phase and the review of roadside conditions. Both phases primarily used the website www.getinvolved.rdn.ca/think-active-transportation to collect feedback through surveys and public discussion forums due to restrictions on gatherings during the COVID-19 pandemic. The second phase also included a virtual question and answer period as an opportunity for more discussion.

The proposed amendment will include both text and map amendments. A new section will be added to the Improved Mobility goal to address the active transportation network specifically. Existing policies under Section 9.4 Walkways, Bikeways, and Trails will be retained and clarified. The new section will reference the active transportation facility standards established in the ATP. The mapping amendment will include the active transportation network on Map 8.0 Mobility Options.



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Promise to the Public/IAP2 spectrum

In the preparation of the ATP, the public had the opportunity to be involved in the creation of an active transportation network based on the Consult level of participation on International Association of Public Participation (IAP2) spectrum. This was balanced with the technical review of existing conditions for active transportation and selecting central routes with the greatest amount of benefit for residents and commuters through French Creek. The IAP2 Consult level of engagement includes listening and acknowledging concerns and aspirations, and providing feedback on how public input influenced the decision. This level also seeks public feedback on drafts and proposals.

Given the ATP is complete, the public participation goal for the OCP amendment will also be to consult on how the ATP is incorporated into the OCP. The public may comment on the proposed amendment until the public hearing on the bylaw. The RDN Board may direct changes to the bylaw based on public feedback prior to final adoption, provided density or land use is not affected after the public hearing.

Engagement Considerations

Requirements for consultation on OCP amendments are outlined in section 475 of the *Local Government Act*.

Opportunities and Risks

Opportunity	Risk	Response
Use of the Get Involved RDN page to share information allows easy access to information, provide feedback or ask questions in a public forum	That accessing and navigating the page may be difficult for people with slow or no internet access and/or unfamiliarity with the Internet	The RDN's monthly ad and project specific ads will include telephone contact information; Electoral Area Directors are invited to share information via their channels to the public
Public engagement in the Fall of 2022 to follow statutory requirements and RDN practice for bylaw amendment	If public health risk from COVID-19 increases in the fall, the timeline or methods of engagement may be affected.	Much of the consultation occurs through the distribution and collection of feedback on the website, and a public hearing may be held electronically and / or in-person to respond to public health risks.



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First Nations & Stakeholder Interests and Tools

Section 475 of the *Local Government Act* outlines the consultation requirements for an amendment to an OCP. The table below lists stakeholders, their known interests and tools used for engagement.

Stakeholder	Interests	Tools
Snaw-Naw-As First Nation Qualicum First Nation K'omoks First Nation	The regional growth management framework and project of regional interest	Written notification
School District 69	Safe routes to Ecole Oceanside Elementary	Written notification
City of Parksville and Town of Qualicum Beach	Connectivity of active transportation network with adjacent facilities	Written notification
Ministry of Transportation & Infrastructure	Responsible for maintenance and safety of the road	Written notification
RDN Parks Services RDN Transit Services	Servicing and park land	Ongoing communication via email and cross-departmental meetings
French Creek Residents Association Ecole Oceanside Elementary PAC Oceanside Cycling Coalition	General public interest on land use and transportation	Written notification
Local Residents	Land use	Ongoing communication via Get Involved RDN, direct inquiry by email/ telephone and public meetings

Tools and Techniques

Get Involved RDN page: To share current information, upcoming dates and events and project background.

Letters: Formal notification to affected local governments, Provincial Agencies and First Nations.

Meetings: With affected local governments, First Nations and internal RDN stakeholders as required.



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Public Hearing: A public hearing will be held for the proposed OCP amendment bylaw.

Key Messages

- To implement the ATP and reflect the network in RDN decisions on land use and infrastructure, the ATP must be included or referenced in the OCP.
- The engagement on the amendment reflects how the ATP recommendations will be included in the OCP.
- The OCP amendment will enable the RDN to apply for grant funding for active transportation route in the ATP and require active transportation improvements associated with development approvals.
- The RDN will need to consider other options for implementation, such as the ability of existing service areas to accommodate additional construction and maintenance costs or establishing a new service area to address active transportation.

Estimated Timeline

Timing	Engagement Activities
September 2022	<ul style="list-style-type: none">• Board requested to adopt Engagement Plan• Post Get Involved RDN page
September 2022	<ul style="list-style-type: none">• Written notification to stakeholders and First Nations following Board consideration of 1st and 2nd reading
November 2022	<ul style="list-style-type: none">• Newspaper notification of Public Hearing• Update Get Involved RDN page
December 2022	<ul style="list-style-type: none">• Public Hearing
January 2023	<ul style="list-style-type: none">• Board consideration of Amendment Bylaws for third reading and adoption• Update Get Involved RDN page• Close the loop directly with stakeholders as needed

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Responsibilities

Tool/Task	Description	Responsible	IAP2 Spectrum	Date
Get Involved RDN Page	Updates	Planner	Consult	Ongoing
Written referrals	Letters to Stakeholders and First Nations	Planner, Chair, Board	Consult	September 2022
Public Hearing	Notification and Information about Public Hearing Public can present their views to the Board on the proposed amendment bylaws	Planner, Chair, Board	Inform	November 2022
Meetings and email	With other RDN departments and/or affected local governments	Planner	Consult	Throughout – as required

Budget

Consultation costs are estimated to be \$2,000 for newspaper advertising and facility rental for the public hearing.

Evaluation

Evaluation of the public engagement program for this project will occur throughout and at the close of the project by reflecting on the following questions:

1. Did we achieve our objective?
2. Did we encourage a wide range of participation and feedback?
3. Did we consult with all stakeholders affected by change (both internal and external)?
4. Was the process respectful of participants (were accessibility of locations considered, were activities formatted understandably, was the information relevant and transparent)?

To answer these questions, we will measure engagement as follows:

1. Tracking the responsiveness of the feedback received.
2. Tracking the quality of informed feedback received – Was the information received effective in shaping the decisions made.



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Closing the Loop

As an on-going practice, regular updates will be posted to the Get Involved RDN webpage, providing current information and next actionable steps of the engagement process. Input from stakeholders and the public will be compiled and posted on the Get Involved RDN webpage and will be summarized in a report to the Board.

Media Relations

As per the RDN Media Contact Policy the General Manager, or by a person designated by the General Manager, will respond to media inquiries that are received from the Communications Coordinator.

Throughout the project, staff can monitor the articles and online conversations and can adjust the information available to better inform residents.