



REGIONAL
DISTRICT
OF NANAIMO

Engagement Plan Summary

Project Name: Nanoose Fire Protection Area Development Cost Charges

Date the Engagement Plan was approved internally: October 24, 2025

Engagement Objective

- Ensure meaningful input from the development community and other interested and affected groups to inform a fair and balanced Development Cost Charges (DCC) bylaw.
- Educate interested and affected groups about the role of fire protection infrastructure and how DCCs support sustainable growth.
- Provide opportunities for informed community feedback on the allocation of costs between existing and new development and between residential and non-residential uses.
- Increase support and understanding of the DCC bylaw.
- Meet consultation expectations of the Ministry of Municipal Affairs and align with the [Development Cost Charge Best Practices Guide](#).

Interested and Affected Groups

- **Internal:** RDN Board, Electoral Area Services Committee, Planning, Fire Services, Development & Emergency Services, local fire department staff.
- **External:** Primarily the development community (builders, developers, planners), secondarily other interested and affected groups e.g., property owners (Nanoose Bay, Coombs/Errington/Hilliars, French Creek/Englishman River/Dashwood).

Promise to the Public/IAP2 spectrum

- **Inform:** Keep updated via the Get Involved RDN website and direct outreach.
- **Consult:** Listen to feedback, acknowledge concerns, and show how input is considered in decision-making.

Decision

The decision to be made is whether to adopt the proposed Development Cost Charges (DCC) bylaw for the Nanoose Fire Protection Area. This decision will determine how growth-related capital costs for fire protection infrastructure are allocated between new development and existing taxpayers.

Community engagement will inform this decision by providing opportunities for interested and affected groups—primarily the development community and secondarily other interested and affected groups—to review the draft DCC bylaw, ask questions and share feedback. Input received through online feedback mechanisms e.g. Q&A tab



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on the Get Involved RDN project site, the virtual information session and written submissions will be considered by staff and the Board in finalizing the DCC bylaw.

The engagement process ensures that the decision reflects community priorities, addresses concerns and supports transparency and accountability. A summary of community input and how it influenced the final recommendations will be presented to the Board prior to adoption of the bylaw.

Tools and Techniques

Tool/Technique	Description and Use
Virtual Information Session	A single virtual information session will be held to present the draft DCC bylaw, answer questions and collect feedback from interested and affected groups. Meeting materials will be available in advance to support informed participation.
Get Involved RDN Project Page	Serves as the central online hub for the project, hosting background documents, FAQs, timelines, and a feedback form for community comments. It will be promoted through RDN channels to encourage broad access.
Online Q&A Tab (feedback mechanism)	Allows those interested who cannot attend the virtual information session to submit feedback digitally. This ensures accessibility and convenience for a wider audience.
Direct Outreach (Email/Letters)	Targeted communication, primarily the development community (builders, developers, related consultants) to inform them of the project, engagement opportunity and encourage participation.
E-Newsletter Updates	Provide project updates and engagement details to those subscribed to the Get Involved RDN project page to keep subscribers informed and encourage feedback.
What We Heard Engagement Summary Report	A post-engagement document summarizing community input and how it influenced the final DCC bylaw. This will be shared with RDN Board, then the participants and posted online to close the feedback loop.

Timeline

Phase	Description	Dates
Board Approval	Present draft DCC study and engagement plan	Nov. 2025
Preparation	Draft info. materials, project page, feedback mechanism	Nov. 2025
Engagement launch	Publish page, promote, open feedback mechanism, mail letters (where relevant), place community posters	Nov.-Early Dec. 2025
Active Engagement	Virtual information session, gather input	Nov.-Early Dec. 2025
Analysis & Drafting	Review input, adjust bylaw	Dec. 2025-Jan. 2026
Board Adoption	Present consultation results and draft bylaw	Q1 2026





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Final Adoption	Submit to Inspector of Municipalities, Board vote	Q1 2026
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Responsibilities

Tool/Task	Description	Responsible Party	IAP2 Spectrum	Budget	Date
Get Involved RDN Project Site	Design, develop and maintain	Fire Services Coordinator	Inform	N/A	Nov. 2025–Q1 2026
Virtual Information Session	Coordinate, facilitate	Fire Services Coordinator with support from RDN Planning	Involve	N/A	Nov.–Early Dec. 2025
Advertising and Promotion of Information Session	Coordinate, design, draft, place, publish online and via newspaper ad	Fire Services Coordinator with support from RDN Engagement	Inform	Paid advertising \$500-\$1,000	Nov.–Early Dec. 2025
Feedback Mechanism via Get Involved RDN Project Site e.g. Q&A Tab	Draft, launch, analyze results	Fire Services Coordinator with support from RDN Engagement	Consult	N/A	Nov.–Early Dec. 2025
Engagement Materials e.g. Info. Sheets, Posters, Mailout	Design, draft, review, publish online and printed materials incl. mailout, event announcement posters, feedback mechanisms	Fire Services Coordinator with support from RDN Engagement	Inform	Print/design & mail \$1,000-\$1,500	Nov.–Early Dec. 2025
Data Collection and Analysis	Collect, collate, analyze results	Watson and Associates Economists Ltd. (DCC Background)		N/A	Dec. 2025–Q1 2026





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Tool/Task	Description	Responsible Party	IAP2 Spectrum	Budget	Date
		Study consultants) with support from Fire Services Coordinator			
What We Heard Engagement Summary	Draft, review, publish	Fire Services Coordinator with support from RDN Engagement	Inform	N/A	Dec. 2025–Q1 2026

Evaluation

- Number of feedback submissions and meeting attendees.
- Participation of the development community and other interested and affected groups.
- Web traffic to the Get Involved RDN project page.
- Quality and diversity of feedback.
- Clarity and feasibility of final bylaw recommendations.

Closing the Loop

- Present a What We Heard Engagement Summary document and final bylaw to the Board for adoption.
- Share a What We Heard Engagement Summary document on the project page and with participants.
- Communicate outcomes and next steps via Get Involved RDN project page and e-newsletter to those subscribed to the project page.

